

**Rhode Island National Guard
RTI Circular 385-10**

243d Regiment (RTI)

SAFETY Program

**Headquarters
243d Regiment (RTI)
Narragansett, RI
1 August 2014**

UNCLASSIFIED

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Regional Training Institute

Safety Program

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Summary. To provide administrative guidance for conducting schoolhouse operations within the scope of the 243d Regiment Safety Program.

Applicability. This SOP applies to all personnel assigned or attached to or working in support of the Headquarters, 243d Regiment (RTI).

Proponent. The proponent of this publication is NGRI-RTI.

Suggested Improvements. Users are invited to make suggestions for improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the proponent.

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1. References:

- a. AR 385-10, Army Safety Program, dated 23 Aug 07, RAR Issued 4 Oct 11
- b. DA Pam 385-40, Army Accident Investigations and Reporting, dated 6 Mar 09, RAR Issued 25 Feb 10
- c. DA Pam 385-1, Small Unit Safety Officer/NCO Guide, dated 10 Nov 08
- d. DA Pam 385-64, Ammunition and Explosives Safety Standards, dated 24 May 11
- e. AR 385-24 The Army Radiation Safety Program, dated 24 Aug 07Rapid Action Revision (RAR) Issue Date: 26 Mar 09
- f. AR 700-141, Hazardous Materials Information Resource System, dated 13 Aug 07
- g. NGR 385-10, ARNG Safety and Occupational Health Program, dated 12 Sep 08
- h. NGR 385-64 ARNG Ammunition and Explosives Safety Standards, dated 14 Dec 07
- i. 29CFR 1910, Occupational Safety and Health Standards
- j. AR 600-55, The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing) dated 18, Jun 07
- k. DA Pam 385-90 Army Aviation Accident Prevention Program, 28 Aug 07,Rapid Action Revision (RAR) Issue Date:27 Mar 09 (Aviation Only)
- l. DA Pam 40-11 Preventive Medicine dated 22 Jul 05, Rapid Action Revision(RAR) Issue Date: 20 Oct 08
- m. ATP 5-19, Composite Risk Management, dated Apr 14
- n. Army Enterprise Accreditation Standards (AEAS), Standard AEAS #13
- o. NGRI Safety Program and SOP, dated 01 May 13

2. General:

- a. Purpose: To establish and implement the regiment's safety program
- b. Scope: These standard operating procedures apply to all personnel assigned or attached to this regiment. Subordinate unit SOP'S will not conflict and should nest completely with this Safety Program.
- c. The Safety and Occupational Health policy of this regiment is to eliminate all accidental manpower and monetary losses, to provide more efficient use of resources and enhance the readiness of the unit.

3. Responsibilities: Command Responsibility. The Commander is the primary Regimental safety officer approval authority. The prevention of accidents is a command responsibility. To assist him in this area, he has appointed a primary and alternate Regimental safety officer, to serve as the Additional Duty Safety Officers (ADSO) to oversee the unit safety program development and implementation.

a. Regimental Commander:

(1) Will establish a safety program and a safety philosophy to ensure that the unit practices safety and accident prevention principles in all training, operations, and activities.

(2) Enforce the basic command safety philosophy and establish a program to implement and enforce these policies.

(3) Ensure that safety training is conducted within the unit for all personnel.

(4) Must appoint, in writing, a unit safety officer and noncommissioned officer to carry out the safety policies, directives, and guidance of the Regiment Commander.

b. Regimental Additional Duty Safety Officer (ADSO)

(1) Serve as safety advisor to the Commander.

(2) Will become familiar with Army Safety regulation (AR 385 Series), safety requirements for the unit, principle of accident prevention, and safe operational procedures.

(3) Must ensure the commander is notified on all safety matters, safety materials are properly displayed and all accidents are reported and investigations are conducted on DA Form 285AB-R, found at <https://reportit.safety.army.mil/> Reports must be submitted to regiment S1. A copy of the 285 will also be kept in the Safety Records. (All accidents are reportable)

(4) Conduct quarterly safety inspections. The inspection checklists contained in DA Pam 385-1, Appendix G, will be used when conducting safety inspections. Copies will be forwarded to the regiment commander, and 1 copy placed in safety records (Inspection results will be maintained on file for 1 year), a summary of corrective actions taken will be filed with each inspection. (Safety Officer Duties are outlined in AR 385-10 and DA PAM 385-1)

(5) Provide prompt accident reporting IAW AR 385-10.

(6) Monitor the unit training programs to ensure all vehicle and equipment operators are properly certified and licensed. Ensure that operators of military vehicles have current US Government Motor Vehicle Operator's Identification Card, and updated DA Form 348.

(7) Ensure personnel are familiar with Fire Prevention policies.

(8) Update safety policies and procedures. Interpret safety regulations, standards,

and policies as they relate to the regiment safety program, and maintain the regiment safety in current status.

(9) Ensures that new personnel are advised to read the 243d Regiment SOP in its entirety prior to assuming new duty position. A standard safety briefing will be given at the beginning of all classes conducted by the 243d Regiment (RTI) by the course manager during the introduction briefing on day 1

(10) Ensure personnel, who daily operate the computer, shredder, printer, and copier are familiar and trained on the equipment to prevent office accidents.

(11) Will identify Modular Training Company Additional Duty Safety Officers to serve.

(12) Responsible for managing the safety program, establishing and developing essential programs elements, and monitoring all other unit prevention programs. Per order of TAG, CT, Unit Readiness/Training NCO is the full time unit safety POC.

(13) Ensure compliance with semi-annual fire drills, IAW **Appendix 9, Fire Evacuation Plan**.

c. Company Additional Duty Safety Officer (ADSO)

(1) Responsible for the development and implementation of individual safety programs identified in this SOP.

(2) Responsible for assisting the REGT ADSO representative in managing the unit safety program.

(3) Will manage the company level safety awards submissions

(4) Will complete a POI initial Safety Assessment prior to the TY execution and submit findings to the REGT ADSO NLT 01 September of each training year.

(5) Assist the REGT ADSO in managing their yearly company staff and faculty safety training

(6) Will manage the company unit safety and new personnel orientation

(7) Will manage the student and faculty POV checklists IAW this Safety Program

(8) Provide respective training companies with appropriate and relevant safety brief prior to all training events.

(9) Advise the REGT ADSO on all matters elevating the original risk assessment

(10) Ensure company Daily Risk Assessments are completed IAW this Safety Program and the REGT SOP

(11) Maintain a company running hazard log and advise the REGT ADSO

immediately upon identification of a new or worsened hazard.

(12) Execute and record annual safety training, depicted in DTMS, for their respective modular training company assigned and attached staff members.

(13) Ensure all students attached to their course are briefed and rehearse the REGT Fire Evacuation Plan, found in [Appendix 9](#).

(14) Review all company level DRA submissions and sign off in the review block before submission to the REGT ADSO

(15) Ensure all company level DRM worksheets are completed prior to each lesson plan.

(16) Ensure students are properly marked to depict prior injuries IAW [Appendix 10](#).

d. Supervisors:

(1) Responsible for ensuring that their subordinates adhere to the policies written the Safety Program in and in any other unit policy letter on safety.

e. Individuals: (Charged with observing the following):

(1) Utilization of multi-outlets, plug adapters or gang receptacles is not authorized.

(2) Smoking in restricted areas or while using or around flammable mixtures is prohibited.

(3) No vehicle maintenance will be performed within the Regiment area, around buildings or in the parking lots of Camp Varnum.

(4) Unit personnel within the barracks will perform no electrical repairs. Authorized maintenance personnel will only repair light fixtures and other electrical appliances.

(5) Butt cans and ashtrays will be used when smoking and disposing of cigarette butts, etc.

(6) Smoking in buildings, beds or any military vehicles is prohibited.

(7) No items will be stored next to or touching a furnace or heater.

Trash containers will be emptied daily as well as ashtrays and butt cans.

(8) Storage of highly volatile or combustible liquids or materials within the barracks is prohibited.

(9) Personnel will become familiar with the Fire Evacuation Plan and know the location of the nearest fire extinguisher and its proper use.

(10) Personnel will read and adhere to the unit's Safety Program, they should always remain safety conscious and report all safety hazards/violations to the unit Safety Officer/NCO if unable to correct the deficiency on the spot.

(11) Students will be careful and safety-conscious when driving or riding in vehicles. Resting under or near parked vehicles is an unsafe act.

(12) Seat belts are mandatory when riding in or operating any vehicle.

(13) Always use a ground guide when backing vehicles.

Natural Hazards: Students will receive instruction on local natural hazards and are responsible for avoiding them.

(14) Anyone who observes an unsafe action or situation will immediately bring it to the attention of the senior individual present. Any individual, at any rank, has the authority to stop training to correct an unsafe condition

4. Safety Management Functions: The safety management concepts contained in current ARs, NGRs, SRs, and U. S. Army Combat Readiness Center (USACRC) publications will be utilized as a basis for managing the unit safety program SOP

a. Safety Program Elements: The Safety Representative will establish, in writing, the following essential safety programs/procedures:

- (1) Safety inspection program
- (2) Accident investigation and reporting procedures
- (3) Safety education program
- (4) Safety awards program
- (5) Prevention program monitoring procedures
- (6) Safety council functions
- (7) Safety administrative requirements

b. Prevention Programs: The Safety Representative will ensure that the following programs are implemented and established in writing as part of this SOP:

- (1) Mission risk assessment program
- (2) Safety program
- (3) Tactical field safety program
- (4) Privately owned and Army motor vehicle accident prevention program
- (5) Occupational safety and health program
- (6) Aviation Safety Program
- (7) Recreation Safety and Family Safety Program
- (8) Range and explosive safety program
- (9) Occupational safety and health program
- (10) Motorcycle Safety Program
- (11) Hazardous Communication plan

5. Safety Program Structure and Implementation: This safety program is based on the five-step accident prevention management process and utilizes the accident

causation model developed by the USACRC.

a. Information Collection: A comprehensive hazard identification program, which includes:

(1) Safety inspections conducted annually. The inspection results and a copy of the inspection checklist will be transferred to the appropriate hazard inventory log.

(2) Supervisor inspection program. Each supervisor/course manager will perform an annual inspection of their company training area, facilities and POI.

a. Upon completion of the inspection, discrepancies noted will be listed on the hazard log. Corrective actions, expected completion dates, and risk assessment code will be assigned. A copy of the log will be provided to safety representative.

b. Deficiencies will be analyzed to determine systemic weaknesses. Once a systemic problem is identified, the hazard log will be completed.

c. Completed copies of the hazard log worksheet will be forwarded to the Regimental Safety Officer.

Initial POI risk assessments will be completed and forwarded to the Regimental ADSO for review.

(3) Higher headquarters inspections: (RIARNG Annual Safety Inspection) The inspection results and a copy of the inspection checklist will be filed and maintained until the next comparable inspection.

(4) Accident data: The safety officer will ensure that supervisors investigate and report, accidents timely and accurately. Safety officer will assist during the investigation phase and ensure systemic cause factors are identified and reported utilizing the appropriate Army reporting system. Accident reports will be filed and maintained for five years. The safety officer will transfer the cause factors to the appropriate hazard inventory log when applicable.

(5) Accident data: The safety officer will review the, following unit files twice yearly to identify accidental losses and-hazardous conditions. All hazards identified will be transferred to the appropriate hazard inventory log:

- a. Accident reports
- b. Admission and disposition (A & D) sheets
- c. Line of duty reports
- d. Reports of survey
- e. DA Form 5988-E
- f. Supply requisitions
- g. Unsafe working condition notifications

(6) Hazard inventory logs: All hazards/discrepancies will be noted on a hazard inventory log form. The log will include the discrepancy, corrective actions, risk assessment code, and target completion date. This form will be tracked and maintained

by both the safety officer and responsible supervisor. A sample hazard log format is can be referred to in (Appendix 3, Hazmat Log Example).

(7) Causation analysis program:

a. Hazard grouping procedures: Hazards should be grouped by program for ease in tracking. In the event a program cannot be identified, it will be listed on the general hazard log.

b. System defect identification procedures: Hazard logs will be continuously reviewed to identify systemic problems. Both the supervisor/program manager and the safety officer will always conduct the review prior to safety council meetings

c. Risk assessment procedures: Each hazard and systemic problem identified during information collection will be assigned a risk assessment code by the safety representative in accordance with the severity/probability matrix contained in ATP 5-19.

b. Countermeasure program: All identified hazards will be immediately assigned corrective actions and suspense dates by the responsible program manager/supervisor. Those dates will be coordinated with the safety representative and if necessary by the commander. Systemic problems identified on the hazard inventory log will take priority. The safety representative will establish the following countermeasure program:

(1) Safety education program that includes new Soldier safety brief (Reference Appendix 1, New Personnel Safety Orientation). As part of in-processing, safety classes, safety meetings and supervisor safety training. The Regimental safety council will meet at least once quarterly.

(2) All unit safety personnel will attend the quarterly meetings and classes. Records will be maintained that include topics discussed, instructors and attendees.

(3) The safety representative and responsible supervisor/program manager depending on the topics and technical expertise will develop meetings and classes.

(4) Topics for discussion will be presented at the previous quarter's meeting. All members will be invited to research the topics and present their comments at the next meeting. Every meeting will include a review of that quarter's DRA worksheets (DD2977).

(5) Supervisor safety training: All new commanders and course mangers will be required to take the Commander's Safety Course and the Accident Avoidance Course. This training will be documented in DTMS and will include: supervisor duties and responsibilities, accident investigation management process, and the use of hazard logs. Prior to scheduled training exercises, pertinent installation safety regulations are reviewed.

(6) Safety briefings must be conducted prior to the start of all range operations, field training exercises, convoy operations, and any unit operation with inherent risks.

(7) Prevention program monitoring procedures: The safety representative will evaluate the effectiveness of the programs listed in paragraph 3a during scheduled inspection, informal observations, and semiannual SOP reviews. Safety Officer will maintain a current list of duty appointment orders for additional safety assignments and ensure new supervisors receive the necessary safety training and job related training prior to or early in their assignment.

(8) Hazard Log: When a supervisor/course manager develops the countermeasure, the company safety representative will meet with the Regimental Safety Officer and record it on the worksheet. Interim countermeasures will be developed and listed on the worksheet for those supervisor/course managers and the safety representative designee or the commander will make the final decision. (Appendix 3, Hazmat Log Example).

c. Countermeasure implementation process: The implementation process assigns the responsibility of the countermeasure to an individual, describes what will be done to put the countermeasure into effect, and assigns a suspense date for completion.

(1) All unit leaders, starting with the commander, are responsible for the implementation process. The safety representative will advise and assist as necessary.

(2) Hazard Inventory Log worksheet: When the supervisor/course manager develops countermeasure implementation procedures or the safety representative will be recorded on the worksheet. In cases where the supervisor/course manager and safety representative disagrees, the commander will make the final decision. The worksheet is the primary means to communicate risk assessment information to the commander and through command channels. Information on the form will be forwarded to higher headquarters when recommended implementation procedures are beyond the capability of the unit.

d. Control program: Measurable standards will be established that both qualitatively and quantitatively assess the effectiveness of the countermeasure. Specifically, whether or not the countermeasure eliminated or controlled the systemic problem. During quarterly Safety Council meetings, unit representatives will bring that quarter's DRA worksheets (DD2977) in order to determine if controls were effective.

a. Responsibility: the responsible supervisor/program manager or safety representative will establish measurable standards. When possible, the appropriate section leader would be assigned the control monitoring responsibility.

b. Hazard Duty Log worksheet: When control procedures are developed they will be recorded on the worksheet. In cases where the supervisor/program manager and safety representative disagrees, the commander will make the final decision. The safety representative will keep completed worksheets on file. Working copies will be provided to the supervisor/program manager and appropriate platoon leader.

e. Written Hazardous Communication Program: This Written Program is to ensure that the 243d RTI is in compliance with the OSHA Hazard Communication (HAZCOM) Standard and DoD guidance (DoDI 6050.5) to reduce the risk of injury or illness caused

by hazardous chemicals in the work place. (Refer to Appendix 13)

6. Safety Training

a. The following formal safety training will be required as follows:

(1) Unit Safety Officers and NCOs will be trained by appropriate DA level courses.

(2) Unit Safety Officers and NCO's will attend will complete courses as necessary to maintain proper education requirements and familiarity with material. All state directed safety training will be documented with the RTI Safety Officer. Additional training conducted will be documented at BN level.

(3) All Soldiers will complete the Composite Risk Management Safety Course within 60 days from date of assignment to the 243d Regiment at <https://safety.army.mil/training/ONLINETRAINING/tabid/1210/Default.aspx>. Completion certificates will be forwarded to the Unit Safety representative for tracking. Additionally, the Unit Safety representative will populate DTMS to reflect the completed training.

(4) All Soldiers will complete the Army Accident Avoidance Course within 60 days from date of assignment to the 243d Regiment at <https://safety.army.mil/training/ARMYACCIDENTAVOIDANCECOURSE/tabid/982/Default.aspx>. Completion Certificates will be forwarded to the Unit Safety representative for tracking. Additionally, the Unit Safety representative will populate DTMS to reflect the completed training.

(5) All commanders and course managers will complete the Commanders Safety Course prior to or immediately following assignment at <https://safety.army.mil/training/ONLINETRAINING/tabid/1210/Default.aspx>. Completion Certificates will be forwarded to the Unit Safety representative for tracking. Additionally, the Unit Safety representative will populate DTMS to reflect the completed training.

(6) All Unit Safety Officers/NCO's will complete the Commanders Safety Course and the Additional Duty Safety Course within 90 days of assignment at <https://safety.army.mil/training/ONLINETRAINING/tabid/1210/Default.aspx>. Completion Certificates will be forwarded to the Unit Safety representative for tracking. Additionally, the Unit Safety representative will populate DTMS to reflect the completed training.

(7) Special Training will be designated if required for circumstances not covered by above.

(8) Company level ADSO's are responsible for conducting annual safety training within their respective training companies and documenting the training in DTMS.

b. All other unit safety training will be conducted concurrently or as integrated training within the plan of operations. Special interest will be made by leaders to include the following safety areas in all concurrent and integrated training.

- (1) Hearing Conservation
- (2) Cold and Heat Injuries with proper prevention, thereof
- (3) Hazardous Material/Communication (HAZCOM).
- (4) Environmental hazards and degradation with techniques to avoid.
- (5) Dangers from poisonous insects, reptiles, and plants.
- (6) Communicable diseases and the prevention of infections.
- (7) Respiratory, sight and cardiovascular protection.
- (8) Motor Vehicle Training.

c. Safety Briefings and Risk Assessment will be conducted prior to any training conducted in the classroom or in a field environment.

7. Administrative Requirements: The safety representative will maintain and file the necessary publications, records, and reports to accomplish higher duties.

a. Records and reports are required on file:

- (1) Safety meeting \ classes
- (2) Safety inspections
- (3) Hazard logs
- (4) Unit orders on supervisor/program managers
- (5) Accident data
- (6) Safety literature

b. Safety publications: A complete list of required safety publications is contained in paragraph 1 of this SOP, "References".

8. Accident Reporting and Investigating.

a. Any individual, military or civilian personnel directly involved in, or having knowledge of an accident, occupational illness or injury must report the event to the appropriate commander, supervisor, Safety Officer/NCO, and S1/S3 utilizing CCIR five W's format, the ReportIt system will be used for completing the AGAR, DA Form 285 AB. <https://reportit.safety.army.mil/>

b. The Accident Prevention Program is referenced in **Appendix 5, Accident Prevention Program.**

c. The commander/supervisor directly responsible for an operation, equipment or individual, must report and investigate the accident/injury IAW DA PAM 385-40, NGR 385-10, Chapter 6 and 10.

d. All accidents are reportable to the RIARNG State Safety NCO.

9. Safety Awards Program:

a. Unit safety awards program: The safety representative will review annually the safety records and make recommendations for awards based on individuals and units overall safety records, efforts and achievement. Individual accident Prevention Awards can be awarded at any point during the year for individuals who make significant contributions to the accident prevention programs within their units. Details for Unit and Individual awards are outlined in **Appendix 6, Safety Awards Program**.

b. Recommendations will be in memorandum format and submitted to the Regimental Safety Officer.

10. Privately Owned Vehicles (POV)

a. Privately Owned Vehicle / Motorcycle (POV/POM) Operation. At a minimum all personnel operating POV's and motorcycles on will comply with all Federal and State laws.

b. AR 190-5 and AR 385-55 provide guidance on operating POV's. In addition, use the checklist reference in **Appendix 2, POV Checklist**, to manage the risks associated with driving POV's.

c. Licensing - All POV/POM operators will have in their possession a valid state operators permit for the vehicle being operated IAW DoDI 6055.4 (April 20, 2009).

d. Unit commanders/ course managers will ensure that unit POV safety inspections are conducted for their Soldiers. Re-inspections should be conducted when unsafe conditions are identified. Vehicle inspections should include verification of motorcycle rider training, licensing, and PPE. Example inspection checklists are included in the POV risk management toolbox accessed through the USACR/SC Web site at <https://safety.army.mil>. (At a minimum, this inspection is required every 6 months.) Course managers will maintain a copy of the POV checklists completed and surrender copies to the Regimental ADSO with findings for unit files.

e. Insurance. Vehicle operators will maintain at minimum liability insurance as mandated by state law.

f. Operation:

(1) Posted laws will be obeyed at all times. Disregard for traffic laws is grounds for suspension of driving privileges on the installation.

(2) Safe operation is imperative; weather conditions may dictate slower driving speeds.

(3) Soldiers conducting permanent change of station (PCS), on pass/leave or traveling to a temporary duty (TDY) beyond 250 miles will conduct a risk assessment at <https://safety.army.mil/TOOLS/TravelRiskPlanningSystemTRiPS/tabid/630/default.aspx> and submit to supervisor for review and approval prior to travel.

(4) Soldiers will not consume alcohol 12 hours prior to operating a POV/POM. Use a designated driver, who has not been drinking to operate a POV/POM.

(5) Headphones: The use of headphones, earphones, or other listening devices while operating a motor vehicle is prohibited. These devices impair driving ability and mask or prevent recognition of emergency signals, alarms, announcements, the approach of vehicles, and human speech.

(6) New Technology: With the increase of advanced technology, there is a potential for driver distraction when operating modern communication or navigational equipment while in a motor vehicle. Drivers must use caution when operating these devices. Whenever possible, use these devices only when the vehicle is safely stopped.

(7) On long trips, plan rest stops accordingly; cold air and coffee will not alleviate fatigue.

g. Motorcycle Safety Program: All RTI personnel, regardless of duty status, must comply with DoDI 6055.4 and AR 385-10 requirements for motorcycle safety training. Requirements are that all personnel operating a motorcycle on Rhode Island National Guard (RING) property must complete a Motorcycle Safety Foundation Basic Rider Course or Motorcycle Safety Foundation (MSF) based approved motorcycle rider basic safety course. See NGR 385-10 for motorcycle training and protective equipment requirements. **Reference Appendix 4, Motorcycle Safety Program.**

h. Protective Equipment: While operating a motorcycle, all Personal Protective Equipment (PPE) is required IAW AR 385-10 and Army Pam 385-10.

i. Accident Prevention Program: As part of the unit accident prevention program, the unit safety officer/NCO will ensure that all drivers in this unit know the main causes of POV accidents are speeding, fatigue, and alcohol, and failure to wear safety belts is the main cause of injuries during quarterly unit safety briefing. **(Reference Appendix 5, Accident Prevention Program.)**

j. Personnel involved in traffic offenses will attend driver-improvement courses. All unit personnel driving or riding in POV's on and off the installation will use safety belts.

k. Repeat traffic offenders will be required to attend remedial training courses as directed by their supervisor or civil authorities.

l. Persons riding motorcycles / ATV's will have all US ARMY required safety certificates, licenses and personal protective equipment.

m. All vehicle operators that attend the RTI classes of more than five days will be required to have their vehicles inspected for safe operation IAW **Appendix 2, POV inspection checklist.**

n. Pre-Accident Plan: The pre-accident plan is a tool to ensure that critical aspects of rescue and investigation are performed in a timely and efficient manner per Commander's Accident Prevention Program. This plan is intended to assist this command and ADSO/NCOs in responding to an accident. It is not intended to be all-inclusive or restrictive and may be tailored to meet the requirements of each course taught by the 243d REG (RTI). **Reference Appendix 8, Pre Accident Plan.**

11. Unit Road March (Convoys)

a. References: ARs 55-29, 385-55, and 600-55 and FM's 21-305, 21-306, and 55-30 provide guidance in convoy operations. In addition, the procedures below apply to safety of convoy operations and shall be incorporated into convoy missions.

b. Tactical vehicle drivers must have a valid Government Motor Vehicle Operator's Identification Card, **NGRI-JOC Request for movement form (located in the NGRI-RTI OPPLAN, Annex C)** to participate in any convoy operation. Further, all convoy drivers (includes assistant drivers) must be trained to drive in adverse weather (ice, snow, fog, rain) and difficult terrain. If the mission includes blackout drives or NVG operations, drivers and assistant drivers will also be trained in blackout drive and NVG's prior to convoy operation in these modes of travel.

c. Convoy drivers will be provided 8 hours rest for each 10 hours of driving a tactical vehicle within a 24-hour time period.

d. Convoy commanders will brief all drivers, assistant drivers, and senior occupants prior to the march on hazardous areas or conditions to be encountered (e.g., safe following distances, proper speed, route, rest periods, and signals).

e. All Company level safety representatives will ensure the convoy is IAW the FORSCOM Reg 55-1, Commanders Convoy Checklist prior to departure.

f. All convoys will be inspected by the RIARNG Ground safety NCO prior to departure.

g. During the conduct of the convoy:

- (1) Drivers will keep proper distances between vehicles;
- (2) Controlled Access Highway = 200 meters ~
- (3) Rural conventional highway = 150 meters
- (4) Urban conventional highway = 50 meters.

(5) Drivers will reduce speed during conditions of reduced visibility and adverse weather.

(6) Drivers will perform before, during, and after-operation preventive maintenance

(7) Drivers will be trained to know the meaning of traffic-control signs, signals, devices, and markings used by civilian and military police;

(8) All drivers will be given a strip map so that they will know the route. The strip map will include identification of all rest and halt stops.

h. Vehicle basic-issue items, pioneer tools, highway warning devices, and fire extinguishers shall be present on every wheeled convoy vehicle.

i. Vehicles carrying hazardous cargo will have vehicle-qualified assistant drivers.

j. Drivers of bulk-fuel transporters shall be instructed and demonstrate positive understanding on emergency procedures for fuel leaks. Vehicles that transport hazardous materials or dangerous cargo (e.g. ammunition, gasoline, flammable liquids) will be:

(1) Appropriately posted with placards and loaded to meet hazard classification and compatibility requirements;

(2) Inspected using DA Form 626: Motor Vehicle Inspection;

(3) Equipped with two fire extinguishers appropriate for the cargo.

k. Ammunition and POL cargoes will be transported separately.

l. When operating on paved roads, radio whip antennas will be tied down to not less than 7 feet from the ground and antenna tips covered with protective balls. Service drive lights will be used at all times on paved public roads. Blackout drive is prohibited on public roads.

m. When transporting personnel, drivers will:

(1) Walk to rear of the vehicle before starting to secure the tailgate and safety strap and ensure all passengers are seated

(2) Adjust the tarpaulin to ensure proper ventilation (i.e., lash down the tarpaulin and front curtain in adverse weather, roll tarpaulin and secure at bar top in good weather)

(3) Secure baggage and other loads safely and not in the way of passengers

(4) Prohibit personnel from riding on outside of wheeled and tracked vehicles.

n. In the event of an accident, the main convoy does not stop to provide accident assistance. The next vehicle following the accident vehicle and the first officer or NCO at the scene will take charge, ensuring that:

- (1) Drivers and passengers not stand on the traffic side of the vehicle
- (2) That warnings be put out (safety reflectors, other warning devices)
- (3) That warning lights be on during periods of darkness or low visibility, and that the vehicle is as fully off the highway as is possible before beginning any maintenance.
 - o. Convoy vehicles will be operated with headlights on at all times.
 - p. Drive with windows and vents open to prevent fatigue (weather permitting).
 - q. Alternate driving assignments between rest stops.
 - r. Drivers and alternates will have their military and state driving licenses in their possession while operating military vehicles.

12. Tactical Safety:

a. Bivouac and Assembly Areas

(1) AR 385-10 reference Chapter 13 Tactical Safety. ARTEP manuals list tasks to be performed. In addition, use the procedures below to manage the risks associated with setting up bivouac, and assembly areas.

(2) Bivouac areas should be free of such hazards as debris, large or sharp rocks, poisonous plants, and reptiles. A survey of the area should be conducted to locate high-voltage lines and water or gas pipes before erecting antennas or bridges, digging fighting positions, or laying wire.

(3) A natural or manmade barrier must exist or one will be constructed between the parking area and tent areas. Vehicles will be placed to prevent rolling into sleeping or mess facilities. Also, vehicle parking areas will be located away from sleeping quarters to prevent carbon monoxide poisoning.

(4) POL storage areas will be located behind troop billet areas. Explosives and ammunition storage areas shall be surrounded by natural barricades and located away from POL storage areas.

(5) No bulk blank or service ammunition, pyrotechnics, or other explosives is permitted in the bivouac area.

(6) All electrical equipment - generators, vans, etc - will be grounded. All vehicles will be chocked (at least one rear wheel). No horseplay is tolerated.

b. Tents: TM 10-8340-21 1113 provides guidance for erecting and using general-purpose tents. The following guidance will be used as SOP to manage the risks associated with erecting and using tents.

- (1) Ensure that stove pipe flaps are tied back to prevent contact with hot pipes.

(2) Set tents up away from roads, trails, and POL-storage areas.

(3) Tent area should be level and free from potholes, sharp rocks, and other hazards.

(4) Have sufficient space for walking paths and fire fighting between tents. A 2-meter clearance on all sides, with a 10-meter clearance between rows is desired. Tent ropes should not cross one-another. If clearance is not able to be maintained, ropes will have engineer tape tied at anchor point and midway up rope to mitigate orthopedic injuries.

(5) Ensure sufficient anchorage is provided for sandy and high-wind conditions. Exits shall be free from obstructions.

(6) Ensure that fire extinguishers are available in all tents, and operators assigned and knowledgeable.

(7) Fireguards will be posted whenever tents are occupied and heaters are in operation.

(8) Ensure liners are used as added insulation from heat and cold.

(9) Gasoline or other flammables will be stored in tents or other structures with closed sides.

(10) Electrical lighting and equipment will be properly installed; its wiring will not support the weight of electrical fixtures.

(11) No smoking is permitted in beds or sleeping bags.

c. Tent Heaters

(1) Tie tent flaps back so those flaps do not come in contact with the hot pipe. Secure stovepipe ends with sheet metal screws or rivets.

(2) The area surrounding the heater inside the tent will be cleared of combustibles (such as cots) for a distance of 4 feet on a horizontal plane from the floor to the ceiling of the tent or building. The space heater will also be located on a noncombustible base such as a stove box made of 2x4 lumber, minimum sizes of 40x28x4inches of sand or dirt, when operated in a tent with wood or canvas floor.

(3) Only use the type of fuel that is required for that type of heater. Never use gasoline as a heating fuel.

(4) The fuel supply can for the heater will be located outside the tent and as far from the tent as the fuel hose allows and supported on a stable platform or tripod. An overflow hose shall be used on the heater and run outside the tent.

(5) Check all fuel cans, lines, combustion unit daily for leaks, particularly after changing fuel cans. No heater will be operated when fuel leaks are present.

(6) When heaters are operating, Class B carbon dioxide (CO₂) or any other chemical fire extinguishers will be immediately available in the tent.

(7) Heaters must be allowed to cool before refueling or re-lighting.

(8) Never operate a tent heater at full capacity even in extreme cold:

(9) Adequate ventilation must be provided when space heaters are operating.

(10) Clean any category 1 fuel spills immediately.

(11) Fuel cans must be stored away from the tent IAW FM 1-69.

(12) A fire alarm system shall be established and implemented. (Fire-fighting equipment (extinguishers, shovel, and ax) should be available at selected fire points, and soldiers should be informed on the location of the fire points.

(13) Fireguards shall be posted whenever personnel are sleeping in tents with heaters operating. The fireguard must check in on each operating heater at least every thirty minutes to ensure its proper operation.

(14) Heating and cooking devices shall not be used in mobil-flex tents.

(15) Clean space heaters in accordance with PMCS to prevent explosion or burning out of control.

d. Sleeping areas

(1) All sleeping areas will be located away from roads and vehicle trails and marked with white engineer tape or chem-lights. When occupied, guards will be posted with flashlights and briefed on their duties and responsibilities. Soldiers will only sleep in safe places.

(2) Ground guides will be used whenever moving vehicles into or through an assembly area.

(3) Sleeping in any vehicle while the engine is running is prohibited (AR 385-55).

e. Camouflage

(1) FM 5-20 provides a comprehensive reference and guide in all aspects of camouflage. TM 5-1080-200-10 is for using and maintaining the lightweight camouflage screening system. In addition, use the checklist below to manage the risks associated with using the camouflage screening system.

(2) Radar-scattering screens will only be placed away from whip antennas when

the radio is transmitting. The screen could ignite and burn if it comes near or touches the antenna.

(3) Caution will be used when multi-module configuration is used for 8 feet or more. Winds of more than 20 mph can blow down the system, causing damage and injury.

(4) Caution must be used when personnel climb on and around vehicles when erecting systems. Pay special attention to foot placement.

(5) Systems will be put into transport cases and secured when transported.

f. Field Mess: FM 10-23 provides guidance for field mess operations. The following procedures are to manage results involved in field mess operations.

(1) Maintain food at safe temperatures.

(2) Lift heavy items properly.

(3) Use the proper knife - one that is sharp, used properly and stored in the proper location.

(4) T-ration tray packs and cans must be opened properly with the right opener.

(5) Use caution when opening heated swollen trays of cans. Use care when handling trays and cans after they are opened.

(6) Hurrying cause's accidents such as burns, contusions, and falls. Teach all kitchen personnel - including KPs - not to run or hurry when carrying hot food. Watch their movements at all times.

(7) Keep fire extinguishers handy.

(8) Always operate all burners and ranges according to the instructions in the operators' manual.

(9) Always use hot pads when handling hot items. Know where the hot pot is going before it is picked up.

(10) Do not spill grease on open flames.

(11) Clean up spills immediately.

(12) Keep food gear in good condition.

(13) Keep field range doors closed.

(14) Follow established sanitation standards in the areas of dishwashing, waste disposal, inspection, storage and handling, insect and rodent control, water purity, and sanitation in other areas of field operations listed in FM 2 1-1 0 and TB Med 530.

(15) Maintain a high standard of personal hygiene. Food handlers must always wash their hands after using the latrine, smoking, between tasks, and after breaks.

(16) The medical section will examine personnel who have been sick before being allowed to report for work.

(17) Food handlers are prohibited from cleaning garbage cans, sewers, drains, latrines, or grease traps during food preparation periods.

(18) Inspect the water used for cooking, preparing beverages, and dish washing for purity.

(19) The vehicle used to transport rations and ice will be kept clean. Use soap and water.

(20) Keep rations placed on dunnage and perishables in an ice chest. Rations will be kept covered to keep dirt out and protect from the weather before, during, and after unloading.

(21) Properly dispose of food wastes, cartons, and cans often so that they will not cause odors and attract insects or rodents.

(22) Know what the garbage-disposal policies are for your area of operation.

(23) Liquid waste: Soakage pit, soakage trench, and arrangements to backhaul. Solid waste: Burying, burning, arrangements to backhaul.

(24) Follow proper procedures when utilizing mess kit line for cleaning and sanitizing pots, pans, serving utensils, and field-kitchen components. Maintain high sanitary standards maintained in the kitchen at all times.

(25) Clean equipment "as you go" and after each use. Storage and work areas shall be kept free from dirt and grease.

(26) Only properly trained mess personnel will operate burner units, and that will be in accordance with applicable TMs.

(27) Only properly trained and licensed personnel will operate immersion heaters. TM 5-4540-202- 12 and TM 10-4500-200-1 3 contain preheating and lighting instructions.

g. Field Sanitation

(1) FM 21-10 covers field hygiene and sanitation. FM 21-10-1 covers unit field sanitation teams. In addition, use the points made below to manage the risks associated with field sanitation.

(2) Know if the water safe. If not, have one of the approved methods available to

treat it. Approved methods include iodine tablets, chlorine ampoules, tincture of iodine, and household or common bleach.

(3) Personnel will always wash their hands after using the latrine, before touching eating utensils or food, and after eating. Provide hand-washing devices in place. Wash mess kits properly. (in a mess kit laundry or with treated water or disinfectant solution.

(4) Establish plans for arthropod and other animal threats, such as snakes, domestic and wild animals, and birds. Use the field sanitation team to control insects and other medically important arthropods in area of operation. They can also identify suspected lice infestations and recommend medical treatment. Also, use the team to train soldiers in preventive medicine measures.

(5) Use individual preventive medicine measures such as use of insect repellent, shirts buttoned, sleeves rolled down, trousers bloused inside boots. Personnel must also bath or shower regularly (field expedients will do) and have clean uniforms.

(6) Place latrines as far from food operations as possible (100 meters or more), downwind and on down slope if possible, down slope from wells, springs, streams, and other water sources (30 meters or more). Clean latrines daily.

h. Immersion Heaters: References: TMs 5-4540-202-1 2 and 10-4500-200- 13

(1) Only personnel who have been trained to standard and properly licensed will operate immersion heaters.

(2) Operators will be aware of which type heater they are operating. Operators will use care not to expose their faces to combustion chambers while lighting, and will ensure that there is no fuel in the combustion chamber of the heater soldered. Defective heaters will be turned in to support maintenance facilities and fire extinguisher (dry chemical, CO₂, or Halothane) must be close by.

(3) Never hold lighted torches under the fuel valve to wet the torch with fuel. Never allow fuel to flow in a steady stream. Check the combustion chamber to ensure a burner assembly is in place before lighting the heater.

i. Generators

(1) AR 600-55 provides general guidance on working with generators; however, there are many different kinds of generators. Consult the TM or operators manual when operating, servicing, or repairing a generator.

(2) Only licensed operators will operate and maintain generators. Personnel will wear ear protection when working in and around areas where generators are running.

(3) Generator sets will be properly grounded. Grounding rods must be driven up to eight feet into the ground. Contacts with grounding cables must be positive connections.

(4) Generator sets shall be kept clean to prevent spilled oil and fuel from becoming a fire hazard. Power cables will be free from cuts, frays, and breaks; they will be installed to prevent vehicle and cable damage. Generator sets must be operated in a well-ventilated area.

(5) Spare fuel cans will be stored a minimum of 50 feet from generator sets. A fire point will be positioned

(6) Use Diesel fuel only.

(7) Operators shall ensure the vent cap is closed when filling the fuel tank. Any spilled fuel will be wiped up.

(8) If used inside building or tent, exhaust fumes must be piped outside (mandatory).

j. Inclement Weather: The Primary means of inclement weather that jeopardizes the safety of training conducted on Camp Varnum comes in the form of Lightning Strikes and in extreme cases Hurricanes. This plan addresses the training facilities used during the different training courses and the possible hazards. The Primary Instructor must react to inclement weather; make sound and timely decisions based on the current or possible threat, based on the guidance from the Commander and Regimental SOP. The Primary instructor must also report to his chain of command changes to the training and in extreme changes seek guidance from the Chief Instructor and Course manager/Commander. In cases where the Primary Instructor is not present, the senior instructor on the ground will make a decision on what changes to training needs to take place. (Reference Appendix 11, Inclement Weather Plan)

(1) Lightning:

a. The most common military activities that result in lightning strikes are soldiers using field phones, electrical equipment, computers, switchboards, and radios. The elements below are to be used to manage the risks associated with thunderstorms.

b. When thunderstorms are imminent or present, do not wear metallic objects. Avoid high places, hilltops, isolated trees, open spaces, ponds, lakes, oceans, deep standing water, wire, and electrical equipment. Ground all equipment: examples: kevlar helmet, ALICE packs, weapons, knives, radios, and any other metal or electrical equipment.

c. Move to low ground until lightning stops or further instructions are issued. If your hair stands on end, a lightning strike may be imminent. Soldiers should make as small a as possible by dropping to their knees and bending forward, putting hands on knees. Soldiers should not lie flat on the ground or ' place their hands on the ground.

k. Natural Hazards: FM 21-1 1 provides guidance in avoiding the natural hazards associated with field operations. To manage risks associated with these hazards:

(1) All soldiers' will:

- (2) Check clothing, socks, and shoes before putting on.
- (3) Avoid sleeping or leaving clothes near damp places.
- (4) Remain still if they feel an insect or spider crawling; sudden movement may cause it to bite or sting.
- (5) Never step in the shade of a bush without visually checking that spot.
- (6) Keep sleeping area clean and free of food crumbs that attract insects, which in turn attract scorpions, spiders, and centipedes.
- (7) Avoid snakebites
 - a. Walk carefully; watch your step and where you sit.
 - b. Be careful where you place your hands when climbing or when lifting objects from the ground.
 - c. Never tease or pick up a snake. Even bites of nonpoisonous snakes may cause infection requiring medical treatment.
 - d. Avoid sudden motion when placing your hands or feet near an area that may conceal a snake. Beware of shady areas.
 - e. Know how to treat a snake bite:
 - (1) If a soldier is bitten, try to kill the snake without destroying the head.
 - (2) Take the dead snake with the victim to the medical treatment facility.
 - (3) Know how to treat spider bites and scorpion stings
 - (4) Keep patient quiet and send for medical aid.
 - (5) Clean the punctures with a mild antibacterial agent.
 - (6) Apply ice, if available, to the area for 10 to 12 inches around the puncture point.

13. Aviation Safety Program

a. Operations near Aircraft

- (1) Approach aircraft only on signal by an aircrew member.
- (2) Stay low -move in a crouch when approaching the aircraft. This is to stay clear of the rotors.

- (3) No "whip" antennas are permitted near the aircraft.
 - (4) No vehicles are permitted near the aircraft when the rotors are turning.
 - (5) Use hearing protection whenever near aircraft.
 - (6) No smoking near or in aircraft
 - (7) Roll sleeves down; wear helmets with chinstraps fastened.
 - (8) No soft caps are permitted on the flight line.
 - (9) Weapons must be cleared - no rounds shall be chambered in the aircraft.
- Sit in your designated seat with seat belt fastened at all times.

b. Helicopter Sling load Operations: References: FM 55-450-3 and FM 57-38 provide guidance in sling load operations.

(1) Unit commanders are responsible for training personnel and determining the level of proficiency for those involved in helicopter external-load operations. Use the procedures following whenever it is necessary to manage risks associated with sling load operations.

(2) Perform a mission risk assessment.

(3) Coordination between ground and aviation units must take place. Ensure that this coordination has been conducted - preferably by you and the aviation unit. Emergency procedures need to be established and explained to air and ground personnel.

(4) A suitable PZ/LZ location is essential for sling load operations. The minimum clearance is 80 to 100 meters in diameter

(5) (FM 57-38). PZ/LZ markings should be suitable for day and night operations

(6) All loads must be rigged in accordance with FM 55-450. Load weights must not exceed maximum allowable limits for specific aircraft.

(7) Trained personnel (e.g., Pathfinder, aviation liaison) should inspect all loads before conduct of the operation.

(8) Ground guides will use protective equipment (Kevlar helmets, sleeves rolled down, etc). A static discharge wand should be used to ground the helicopter's hook.

14. NBC Operations: FM 3-50 and AR 385-63 provide guidance in nuclear, biological, and chemical (NBC) operations. In addition, use the checklist below to manage the risks associated with NBC operations.

a. When operations are conducted in mission-oriented protective posture (MOPP, 10

degrees Fahrenheit must be added to the Wet Bulb Globe Temperature (WBGT) when determining the level of activity of the unit. (TB Med 507). When operating in MOPP, leaders will require personnel to consume additional water by enforcing a policy to drink water on order.

b. In NBC operations, leaders must plan additional time to conduct missions and rotate personnel often. Delegate related tasks to subordinates and pace themselves to reduce stress and fatigue.

c. Ensure that when conducting operations involving hexachloroethane (HC) smoke, all personnel have protective masks available. Personnel are required to mask when using smoke in MOUT operations or other enclosed areas, when operating in dense smoke (visibility less than 50 meters), and when operating in a smoke haze (visibility greater than 50 meters) for more than 4 hours.

d. Personnel employing smoke grenades, smoke pots, and riot control agents (RCAS) will take care not to throw or ignite them near people, tents, vehicles, and flammable materials. e. A chemical officer or NCO or an officer or NCO with an NBC-additional skill identifier will be present when conducting training with RCAS.

d. RCA's will be employed only in approved areas.

e. Personnel medically evaluated before conducting training with RCAS?

f. CS capsules are the only permissible means of generating CS for the CS chamber.

g. If applicable, DS2 and STB must be kept separated during transport and field storage.

h. Personnel will wear masks and rubber gloves when handling leaking containers of DS2 and STB .

15. Explosives and Unexploded Ordnance

a. FM 9-1 6 provides guidance in working with explosives and unexploded ordnance (UXO).

b. Supervisors must ensure their personnel are trained to standard according to the regulations.

c. Always perform a risk assessment.

d. Before deploying to any area where UXO may be encountered, including ranges and training areas, instruct all personnel.

e. Not to touch anything that might be UXO; Do not to attempt to identify an item believed to be UXO; (Instruct soldiers to stay clear of it, place a marker to help explosive ordnance disposal (EOD) personnel locate the site, and report it to a supervisor, range control, local military police, or the nearest EOD detachment. Marker

should not move, cover, or disturb UXO.)

f. When pyrotechnics are used, observe the following cautions:

g. Keep all pyrotechnic items (flares, signals, and simulators) away from excessive heat and open flames;

h. Personnel using pyrotechnics will wear gloves and helmet;

i. Personnel using pyrotechnics will read all instructions in the appropriate technical manual before using a pyrotechnic item. TM 9-1370-206-1 0 covers pyrotechnic signals; TM 9-1 370-207-1 0 covers pyrotechnic simulators; and TM 9-1370-208-10 covers photoflash cartridges, surface flares, and miscellaneous pyrotechnic items.

j. Never attempt to disassemble any pyrotechnic item, including duds. These items contain photoflash powder, which is extremely flammable and may cause serious injury.

k. Smoking and operation of spark and flame producing items is not permitted within 50 feet of ammunition and explosives. (TM 9-1 3 00-206)

l. There shall be at least two operational hand-held fire extinguishers available at all locations where ammunition is kept or stored. These extinguishers may be either the 2 112-Gallon-capacity water type or the dry-chemical type with a minimum classification of 3A (TM 9-1300-206).

16. Ammunition and Explosive Safety. The Regimental Commander will ensure safety briefings/critiques are conducted before, during and after all training activities involving ammunition and explosives.

a. All members of the Regiment will comply with policy and safety procedures for firing, storage and transportation of ammunition and explosives IAW DA Pam 385-63, DA Pam 385-64, TM 9-1300-206.

b. The commander will designate an officer in charge (OIC) or noncommissioned officer in charge (NCOIC) for each firing point or range responsible for the safe conduct of firing and proper use of facilities. The commander will also designate an officer or NCO as a Range Safety Officer (RSO) IAW DA Pam 385-63, Table 1-1.

c. Hearing protection devices shall be utilized IAW DA Pam 40-501.

17. Motor Pool: FM 29-2 provides a comprehensive reference in all aspects of operating a motor pool. ***Although RTI does not have an operational motor pool, nor does it execute maintenance operations the following checklist will apply to manage the risks associated with motor-pool operations during times of use of MTOE equipment to support all school house courses.***

a. Training schedules will reflect adequate time for preventive maintenance services

for operators and attached maintenance personnel if applicable.

b. All personnel will be briefed on their responsibility to follow all safety instructions and to use all safeguards when using tools, machinery, equipment, and processes. Maintenance supervision is responsible to ensure compliance with the briefing, and with the implementation of this practice.

c. Supervisors will conduct regular safety meetings in the work area of any vehicles receiving field maintenance to ensure compliance with the REGT SOP to prevent injuries to personnel and damage to materials and facilities.

d. Maintenance and equipment publications will be current and accessible to equipment operators, mechanics, and leaders. Personnel shall be cross-trained to operate vehicles, materiel-handling equipment, generators, space and immersion heaters, and other equipment.

e. Supervisors will:

- (1) Orient new personnel;
- (2) Teach safe practices;
- (3) Enforce rules and regulations;
- (4) Investigate accidents;
- (5) Prepare and submit DA Form 285 on reportable accidents;
- (6) Ensure unsafe conditions are corrected.

f. Each Individual is responsible to:

- (1) Follow established safety rules and procedures.
- (2) Correct or report unsafe conditions;
- (3) Report all accidents;
- (4) Warn others of hazards;
- (5) Use protective devices (earplugs, safety glasses, safety shoes, and gloves) when required.
- (6) Never, under any circumstances, use gasoline as a cleaning agent, solvent, or fire starter.
- (7) Never permit a radio antenna to contact high-tension wires.
- (8) Always use the proper tool for the job (a screwdriver is not a chisel or pry bar).
- (9) Always keep the heads of tools such as punches, chisels, and drills properly maintained.
- (10) Always wear protective headgear -when riding in tracked vehicles.

(11) Always secure tracked vehicle hatches when operating vehicles.

(12) Always use ground guides when backing vehicles, and at any other time the operator's vision is obscured.

(13) Always ground electrical equipment during operations.

(14) Inspect fire-fighting equipment often (in accordance with AR 420-90) to ensure that it is properly located on a bracket, not blocked by parts or equipment, designated for type use, and in proper working condition (minimum inspection monthly). Document all inspections.

(15) Inspect first-aid kits often to ensure they contain the proper items.

(16) Ensure that all lifting devices such as hoists, lifts, cranes, and booms are properly inspected and marked showing maximum lift capacity, and that proper use is enforced. (TB 43 -0 142)

(17) Do not use compressed air for cleaning purposes except where air pressure is reduced to less than 30 psi and appropriate chip guarding and PPCE are used. (29 CFR 1910.242)

(18) Section leaders and Section Sergeants will have frequent and regular meetings to brief their personnel on safety procedures, to get suggestions on improvements in safety practices, and to publicize any newly adopted safety procedures.

(19) Horseplay, practical jokes, and unauthorized recreation are prohibited. Section leaders and Section Sergeants will take disciplinary action when such behavior occurs.

(20) When low temperatures prevent setting the parking brake, personnel will chock wheels of unattended vehicles. (AR 385-55)

(21) All gasoline-operated equipment (generators, stove fire units, lawn mowers, lanterns) will be properly drained before placing in temporary storage.

g. Exhaust control (AR 385-55)

(1) *Will pertain to organic GSA vehicles and GSA/tactical vehicles used from MTOE units on a tasking or MOU/MOA to support ARPRINT equipment requirements.*

(2) Vehicles will be periodically inspected to ensure that there are no leaks in the exhaust system.

(3) Motor pool shops and other enclosed areas that are used for vehicle maintenance will be ventilated to prevent asphyxiation; or main doors must be open to permit air circulation in the shop area.

(4) Vehicle engines shall not be run inside shops any longer than needed to move the vehicle in or out of the building without proper vehicle exhaust ventilation systems in place, operational, and in use. Shop exhaust (ventilation) systems properly used to remove exhaust gases.

(5) Personnel are prohibited from sleeping in parked or unattended vehicles when the engine or heater is running.

h. Materials Handling and Storage

(1) 29 CFR 19 10 provides guidance for materials handling and storage. In addition, use the following procedures to manage the risks associated with these operations.

(2) Material stored in tiers will be stacked, blocked, interlocked, and limited in height so material is stable and secure against sliding or collapse.

(3) Storage areas shall be kept free from accumulation of materials that constitute hazards from tripping, fire, explosion, or pests.

(4) Vegetation must be controlled in and around outside storage areas.

i. Flammable and Combustible material Storage.

(1) AR 385-63, TM 38-41 0, and 29 CFR 191 0.1 06 provide guidance for storing flammable and combustible materials. The following procedures are to be utilized to ensure safety in unit operations with combustible materials.

(2) Keep combustible waste materials and residues to a minimum within a building or unit operation area. Combustible wastes will be stored in covered metal receptacles, and disposed of daily.

(3) Flameproof storage cabinets will be used for storage of flammable combustible liquids. The flameproof storage cabinets painted yellow and labeled in conspicuous lettering "Flammable - Keep Fire Away". These cabinets must be designed and constructed to limit the internal temperature to not more than 325°F when subjected to a 10-minute fire test as set forth in NFPA Code 251. The bottom, top, door, and sides of the cabinet must be at least No. 18 gauge sheet iron and double walled with 1 1/4-inch air space.) No more than 60 gallons of Class I or Class I1 liquids or no more than 10 gallons of Class 11 liquids will be stored in a cabinet.

(4) Smoking and the use of open flame or spark-producing devices prohibited in flammable/combustible liquids-handling and storage areas. "No Smoking" signs will be conspicuously posted in all flammable/combustible liquids-handling and storage areas.

(5) Ensure that all electrical equipment is installed in accordance with the provisions of the National Electric Code (NEC) for hazardous locations. Globes or lamps will only be removed or replaced, and electric circuits repaired only while the system is not energized.

(6) Close supervision will be exercised at all times over individuals engaged in handling flammable/combustible liquids.

(7) Flashlights and electric lanterns used in connection with the handling of

(8) Flammable/combustible liquids must be approved for use in hazardous areas.

(9) Flammable and combustible liquids are prohibited from being stored in such a manner as to limit use of exits, stairways, or areas normally used for the safe egress of personnel.

(10) A portable fire extinguisher will be located outside of but not more than 10 feet from the door opening into any room or building used, except in areas with sprinkler systems.

(11) Open flames, smoking, and cooking are prohibited in flammable- and combustible-liquids storage areas.

(12) All tanks, hoses, containers, and any other parts of a flammable/combustible liquid-dispensing system will be permanently connected to a permanent ground or connected to an approved grounding clamp.

(13) Buildings and compartments where flammable combustible liquids are stored, processed, or used must be properly ventilated. If mechanical ventilation or exhaust systems are used, they will be installed in accordance with National Fire Protection Association (NFPA) recommendations

(14) Limit the day-to-day use of flammable/combustible liquids in buildings to a 1-day operation level. Flammable /combustible liquids will be stored in an approved safety can.

(15) All flammable/combustible liquids must be returned to flammable storage areas before closing buildings.

(16) In operations where the use of flammable combustible cleaners or solvents is authorized, the supply on hand is limited to that required for immediate use.

(17) Waste flammable combustible liquids, including used crankcase oil, shall be drained only into approved containers or drains.

(18) Keep adequate quantities and types of fire extinguishers readily available for personnel. Only authorized personnel permitted to enter fuel and POL storage areas.

(19) Supervisors must keep special alertness over individuals engaged in handling flammable/combustible liquids.

(20) Indoor flammable storage rooms will have provisions to contain the liquid in the event of spillage, such as liquid-tight raised sills or ramps at least 4 inches in height

in inside storage rooms. Openings to inside storage rooms must have approved self-closing fire doors. The room must also be liquid-tight where the walls join the floor. If wood is used for shelving, racks, dunnage, and floor overlay, it must be of at least 1 - inch nominal thickness. The capacity of inside storage rooms is restricted to within the limits set forth in Table H-13, 29 CFR 19.10. Electrical wiring and equipment located inside storage rooms meet the requirements for hazardous locations, and the room ventilation system provide for a complete change of air. \-

(21) Water reactive materials are prohibited from being stored in the same room with flammable and combustible liquids.

(22) Spills must be promptly and properly cleaned up.

18. Ground Refueling Operations

a. References: FM 10-69 and AR 385-55 provide guidance in ground refueling operations. In addition, use the procedures below to manage the risks associated with refueling.

b. Driver's Responsibilities:

- (1) Shut down vehicles.
- (2) Turn off radios.
- (3) Get out of vehicle with passengers.
- (4) Discontinue fueling when there is lightning within 5 miles.

c. Fuel Tank Operators' Responsibilities:

- (1) Position fire extinguishers.
- (2) Ground vehicle.
- (3) During refueling, use a bonding cable to bond the nozzle to the vehicle being fueled.
- (4) Discontinue fueling when there is lightning within 5 miles.

19. Combat Vehicles.

a. FM 2 1-3 06 provides guidance for operating combat vehicles.

b. General

(1) Drivers will perform PMCS daily on their assigned vehicle. Soldiers are required to use personal protective equipment (e.g., CVC or kevlar helmet) in and around vehicles except when performing maintenance. Soldiers will not wear jewelry such as rings when working or climbing on vehicles.

(2) All soldiers will remain aware to the hazards of slippery footwear and slippery vehicle surfaces. Always maintain three points of contact while moving about the vehicle.

(3) Soldiers will get/render help to mount and load heavy objects.

(4) Drivers and crewmembers will use safety belts whenever they are provided. No exception. Soldiers are prohibited from riding on outside of vehicles.

(5) Drivers will comply with all posted speed limits, not exceeding 50 mph. Speed shall be reduced during the hours of darkness and whenever visibility is restricted by environmental conditions. Supervisors are responsible to ensure that safe speeds are observed at all times.

(6) All soldiers will be trained in how to use and how to act as ground guides. Each Platoon and platoon sergeant is responsible to enforce this requirement.

(7) No soldiers will jump into or from vehicles: Moving or stationary.

(8) Smoking is prohibited on and near vehicles.

c. Rollovers

(1) Drivers must recognize conditions that lead to rollovers. Examples are approaching curves too fast and driving too fast on wet or icy roads.

(2) Drivers will always slow down for rough terrain, limited visibility and inclement weather.

(3) Vehicle moves will be planned to avoid steep slopes and narrow roads and trails. Drivers will make wide turns at slow speeds to maintain vehicle control.

(4) All equipment will be secured inside vehicles to prevent injury from falling objects.

(5) Drivers will give special care to tire, track, and suspension checks as prescribed in the appropriate operators' manual.

(6) Crew rollover drills will be conducted twice annually; once just before annual training and the other prior to Spring.

d. Crew Coordination

(1) All driving crews will be trained on importance of crew communication.

(2) Drivers will always warn crew and passengers when they are about to cross a ditch, climbing an obstacle, or take any other action likely to catch crew or passengers off balance.

e. Hatches and Latches

(1) Daily PMCS is required to ensure hatches and doors are functioning correctly. Safety pins must be present, operational, and used. Bad latches and pins shall be replaced immediately.

(2) Crews will check hatch, latch, and pin function throughout the mission. Crew members will notify each other of unserviceable hatches and doors and also mark improperly working hatches and doors with chalk or some other marker to warn others. Deficiencies will be noted in the vehicle's maintenance log.

f. Fires

(1) Crews will perform emergency fire-escape drills twice annually.

(2) Complete electrical and fuel system inspections (no loose connections, no frayed or worn wires or lines, and no wires or lines that run over hot or sharp objects) are required for each daily PMCS.

g. Petroleum, Oil, and Lubricant Operations

(1) References: FM 10-69, FM 10-71, and AR 385-55 provide guidance in POL operations. In addition, use the procedures below to manage the risks associated with such operations.

(2) Unit personnel will know:

a. A flammable liquid has a flash point below 100 degrees Fahrenheit, and a combustible liquid has a flash point at or above 100 degrees F;

b. Vapors from petroleum products that are mixed with the proper amount of air will form explosive mixtures and ignite on contact with a spark or flame;

c. There may be an explosion if the explosive mixture ignites in a closed space;

d. All fires connected with flammable products result from ignition of vapors;

e. There is little danger in a closed container that holds a flammable product unless it is exposed to heat (The hazard arises from ignition of vapors produced in transfer, use, spills, or leaks).

(3) To prevent petroleum fires, personnel will control ignition sources by:

a. Not smoking and having no matches or cigarette lighters within 50 feet of vehicle refueling points;

b. Grounding and bonding;

c. Prohibiting the use of open flames, heating stoves, and electrical tools in refueling/storage areas;

d. Placing flame and spark arrestor on all equipment;

e. Not wearing nylon clothing.

(4) Personnel will control vapor formation by:

- a. Avoiding spills and cleaning up spills;
- b. Using drip pans and catch basins;
- c. Inspecting frequently for leaks and cracks in fuel, oil, and exhaust lines;
- d. Inspecting hoses, hose reels, and nozzles for bulges, tears, and cuts;
- e. Keeping containers of flammable liquids closed; prohibiting the use of gasoline for cleaning and using only authorized solvents.

(5) The most common causes of fires are smoking and matches. Signs will be posted at all petroleum handling, storing, and displaying areas indicating "No Smoking within 50 Feet". All personnel will carefully control sources of friction sparks, such as tools and grinding wheels, to prevent igniting combustibles such as rubbish, paper, and oily rags.

(6) Portable lights, power tools, and extension cords become a fire hazard when overloaded by the heat generated and the short-circuits that result from worn insulation. Another possible ignition source is static electricity which is caused by friction; flow of flammable liquids; flow of steam, air, or gas through pipe, hose, or tank opening; and movement of vehicles with nonconductive tires over non-conductive road surfaces. Thus, personnel will:

- a. Bond and ground tanker vehicles being loaded or unloaded to permit the safe transfer of static that may build up within the tank;
- b. Ground storage tanks and pods;
- c. Prohibit AMVs from operation unless entirely free of fuel leaks.

(7) The following controls will be practiced when refueling:

- a. One person mans a portable fire extinguisher having a 10C rating or greater.
- b. The engine is shut off and master switch is in the off position.
- c. Smoking is prohibited; signs posted.
- d. Vehicles are grounded and bonded.
- e. Correct fuel placed in vehicle.
- f. Fuel personnel will wear gloves, safety goggles, and other PPE to prevent skin and eye contamination.

(8) Lock and latch opening devices on automatic petroleum dispersing nozzles are prohibited. Portable CO₂ fire extinguishers shall be placed at refueling and fuel-storage points.

(9) Aircraft refueling will be accomplished in accordance with FM 10-68.

(10) Personnel shall be familiar with the health hazards inherent in petroleum products as listed in FM 10-69:

a. Dust: Solid particles result from grinding, scraping, buffing, riveting, rivet cutting, drilling, sanding, or sandblasting and/or from evaporating or burning liquids and residues that contain finely divided substances that injure organs and tissues when inhaled or ingested.

b. Gases and vapors: A gas exists as a gas at ordinary temperature and pressure; a vapor is a gas-like form of a solid or liquid. Poison, asphyxiates, anesthetics, and irritant gases and vapors may injure or destroy the eyes, blood-forming system, tissues, or bones or keep the lungs from getting oxygen, have a narcotic affect, or inflame the lungs and respiratory track.

c. Flammable liquids: Flammable liquids (gasoline, jet fuel, solvents, paints, lacquers, and varnishes) are dangerous inside the mouth, eyes, and body. They also cause skin contamination.

d. Fumes and mists: A solid substance that can turn directly into a vapor without first becoming a liquid and can later return to the same solid state.

e. Oxygen deficiency: The air lacks the normal amount of oxygen due to flammable vapors.

(11) An approved sampler will take petroleum samples only, not by a hose-and-mouth suction.

(12) Showers and eyewash facilities shall be available to fuel personnel. Remove POL-soaked clothing only under showers to prevent ignition by static electricity.

(13) Loading and unloading of tank cars or trucks will be accomplished in accordance with appropriate regulations.

20. Respiratory Protection References: AR 11-34 provides guidance for establishing and running a respiratory protection program. Also see the SOP on personal protective clothing and equipment.

a. Personnel who are exposed to potentially hazardous chemicals will be:

(1) Informed of the potential health hazards.

(2) Enrolled in an appropriate medical surveillance program.

(3) Provided and fitted with a respirator compatible with the hazards they may encounter in their workplace.

(4) Evaluated and for chemical exposure.

b. Respirators shall be selected on the basis of hazards to which personnel are exposed.

c. Are users instructed and trained in the proper use of respirators and their limitations. .

d. Respirators will be assigned and fit-tested to individual personnel for their exclusive use.

e. Personnel who use respirators will be given a physical examination to use the equipment without health risk.

f. Personal Protective Clothing and Equipment References: AR 385- 10 provides guidance on purchase and issue of personal protective clothing and equipment (PPCE); additional references are DA Pam 385-3, DODI 6055.2, and TB Med 502. The following OSHA regulations have been used as a source for this checklist: 29 CFR 1910 and 19 CFR 1926. Further resources are EM 385-1-1 (Corps of Engineers Safety and Health requirements Manual) and National Electrical Code (NEC). Use the procedures below to ensure PPCE is used to manage the risks inherent in the mission.

(1) Approved protective eye and face equipment will be provided to personnel who work in designated eye-hazard areas.

(2) Approved safety-toe footwear will be provided to personnel who work in areas where hazards exist that could result in foot or toe injuries (e.g., heavy objects that could drop or fall).

(3) Approved hearing protection will be provided to personnel exposed to areas that have been identified as noise hazardous.

(4) Approved hardhats will be provided to personnel who are exposed to falling and flying objects and from limited electric shock and burns.

(5) Suitable facilities will be made available for quick drenching or flushing of the eyes and body within work areas where people might be exposed to corrosive materials.

(6) Proper respirators will be provided to personnel working in oxygen-deficient environments or areas contaminated with harmful dust, fog, fumes, mists, gases, smoke, sprays, or vapors. These respirators must be suitable and approved for the purpose intended. Users will be trained in the proper use of respirators and their limitations, and will routinely inspect the respirators during cleaning, replacing worn or deteriorated parts.

(7) If only a high temperature alarm is installed, the air from the compressor shall be tested frequently for carbon monoxide.

(8) During training, the user must have the opportunity to handle the respirator, have it fitted properly, test its face piece for proper seal, wear it in normal air for a long familiarity period, and wear it in a test atmosphere.

(9) All hazardous operations and hazardous working areas must be identified with hazard identification signs. The requirements for these signs are found in separate Platoon of 29 CFR 1910. The references for this question deal with the specifications for warning signs. Look in the 191 0 Index under "Markings" and "Signs and Tags" for specific requirements.

(10) Adequately stocked first-aid kits approved by the consulting physician will be made readily available.

(11) Unit personnel will be trained in CPR and first aid.

21. Ammunition Storage, Handling, and Transportation References: AR 385-64 and TM 9-1300-206 specify how ammunition items must be stored, including quantity-distance (QD) separation requirements and storage compatibility. FM 9-13 provides basic information on ammunition separation and storage in a field environment. This manual also addresses forward area rearm/refuel point (FARP) operations and requisitioning of ammunition.

a. There must be adequate separation distance between ammunition storage sites (e.g., ammunition in buildings, on pads, or on vehicles/ aircraft) and work areas, buildings, and public traffic routes. Required separation distances are contained in chapters 9 and 10 of AR 385-64 and chapters 4 and 5 of TM 9-1300- 206.

b. Requirements. Examples are prohibitions against storing/transporting blasting caps with plastic explosives or high explosive (HE) projectiles and transporting or storing incendiary grenades with any Class A or B explosive, such as an HE projectile or propellant Basic load storage holding areas (BLAHA) with a net explosive weight of 4,000 kgs (8,800 lbs.) or less are exempt from storage compatibility requirements; however, items within a BLAHA should still be separated to the extent possible.

c. Whenever possible, ammunition storage holding areas should be barricaded to reduce fragmentation and blast hazards in the event of an explosion. Use natural land features such as holes depressions, or sandbags as a barricade. You can even park armored vehicles in such a manner as to provide a barricade effect. When selecting/constructing a barricade, ensure that the materials you use will not create a secondary fragmentation hazard in the event of an explosion. Barricades should not be built of materials such as rocks or loose wood. Gloves and eye protection must be made available to personnel who cut banding and lift wooden ammunition boxes. These assigned personnel must wear the equipment when cutting the banding and lifting the ammunition boxes. (TM 9-1 3 00-206)

d. Ammunition handlers will wear steel-toed shoes when performing operations

involving artillery, tank, or boxed/ palletized ammunition. (TM 9- 13 00-206)

e. No smoking and no operating of spark or flame-producing items are permitted within 50 feet of ammunition and explosives.

f. Incendiary, smoke, and pyrotechnic items will be stored and transported separately and not mixed with other items.

g. Munitions filled with riot-control agents will be stored and transported separately from all other items.

h. White phosphorous/plasticized white phosphorous (WP/PWP) will only be stored base-down at all times.(TM 9-1300-206)

i. Water-fired barrels or tubs will be available at all pads/sites used to store WP and PWP-filled munitions.

j. Unit procedures for marking and segregating suspended ammunition are:

(1) Suspended lots must be visibly marked using b. Not all items of ammunition may be stored or transported together in accordance with compatibility DD Form 1575 (Suspension-Tag-Material) and DA Form 3 872 (Suspension Notice);

k. As a minimum, be marked by placing a sign on the stack indicating the lot is suspended or restricted.

l. Unserviceable and potentially hazardous ammunition should be stored in a separate area away from work areas and other areas containing serviceable ammunition. o. Drivers and/or supervisors of vehicles selected to transport ammunition will inspect the vehicle, using DD Form 626, before dispatching it to pick up ammunition or explosives.

m. If ammunition or explosives are stored on vehicles or trailers, even temporarily, these vehicles must be separated from each other.

n. Vehicles and trailers loaded with explosives will be separated from inhabited buildings and public traffic routes? (In most cases, this will not apply to vehicles parked on ranges.

o. Ammunition stored on vehicles or trailers will be palletized; however, if the ammunition is not palletized, a minimum of 3 inches of dunnage should be between the ammunition and the bed of the vehicle.

p. Parking brakes will be set, wheels chalked, and tarpaulins, bows, and end curtains installed on all parked vehicles and trailers loaded with ammunition or explosives.

22. Arms Room References: AR 385-64, with DOD 6055.9-STD, and TMs 9-1 300-200 and -206 provide guidance for operating arms' rooms.

a. ***RTI does not currently have an Arms Room***

23. Compressed Gas Cylinders

a. References: 29 CFR 1910 provides guidance for working with compressed gas cylinders. The following procedures will be used to manage the risks associated with these operations.

b. Full cylinders will be protected against excessive rises in temperature from direct rays of the sun or from other sources of heat.

c. Smoking is prohibited within 50 feet of compressed gas storage areas, and "NO Smoking" signs will be posted.

d. When cylinders are stored inside buildings, they will be stored in a well-protected, well-ventilated, dry location. They will also be located at least 20 feet from highly combustible material such as oil or excelsior.

e. Stored oxygen cylinders shall be separated from combustible materials (especially oil or grease) by a minimum distance of 20 feet or by a noncombustible barrier at least 5 feet high and having a fire resistance rating of at least 1 1/2 hours.

f. Acetylene and oxygen cylinders will be stored 100 feet apart or separated by an approved firewall having a fire-resistance rating of at least 1 1/2 hours.

g. When cylinders are not in use, valves will be closed tightly and the valve-protector caps installed.

h. When cylinders are standing upright during use or storage, cylinders will be chained or strapped to a structure to prevent accidental upsetting or falling.

24. Housekeeping and Fire Prevention

a. References: AR 385-55, AR 420-90, 20 CFR 191.0.106, and FM 29-2 provide guidance for storing flammable materials, housekeeping, and fire prevention. In addition, use the procedures below to manage the risks associated with unit housekeeping and fire hazards.

b. General

(1) All exits will be identified with exit signs, and visible to all occupants.

(2) Placards reading "In Case of Fire - Dial (Emergency number)" are required to be near telephones in buildings.

(3) The proper type fire extinguisher shall be placed in appropriate, well-designed locations, and they will be properly inspected by the unit fire marshal.

(4) Fire plans will be posted throughout the offices, billets and facilities. A building

identification card will be posted on the building where it can be seen from the outside.

(5) All Cadre will adhere to a semi-annual fire drill IAW **Appendix 9, Fire Evacuation Plan**. Additionally, any course being conducted will be advised of this plan during the in-brief and be the responsibility of the Company ADSO to ensure compliance with this directive.

c. Billets:

(1) "No Smoking" signs will be posted in the billets.

(2) Coffee pots and other appliances used in office areas shall be inspected by the Fire Department.

d. Fire Prevention

(1) The unit's designated fire marshal and fire wardens are appointed on orders.

(2) The unit fire marshal and fire wardens will perform

(3) Monthly fire prevention inspections, results documented and files maintained in Supply.

(4) Confirm that fire alarms installed, visible, and tested periodically

(5) Ensure access to fire extinguisher points kept free of obstructions

(6) Check that lawn mowers, lanterns, generators, and compressors purged of fuel before storing.

(7) Ensure fire doors free of obstructions, unlocked, and unbolted

(8) Inspect electrical power cords for freedom of splices and frays.

(9) Flameproof storage cabinets will be provided and used for storage of oil, paint, grease, or other flammable materials.

(10) All rags and waste that are soiled by combustible or flammable materials will be kept in tightly closed metal containers and disposed of daily.

(11) Smoking is prohibited in shops, garages, or motor pool parking areas, except in areas specifically designated by competent authority and so marked. Smoking is prohibited within 50 feet of vehicles that are transporting or dispensing flammable liquids, explosives, or other combustible materials.

(12) Vehicles with fuel leaks of any type will not be operated.

(13) Drivers will turn off motors and set emergency brakes when fueling vehicle.

(14) All flammable waste materials will be removed to a collection area outside motor shops and garages at the close of each workday.

(15) Trucks that are loaded with combustible wastes shall be unloaded before they are parked for the night.

(16) Gasoline is prohibited for any cleaning purposes, including cleaning vehicle parts, clothing and floors. Only approved solvents will be used for cleaning vehicle parts in motor pools.

(17) To minimize the danger of fire or explosion caused by static spark, the gasoline tank, truck, and fuel source will be bonded during each fueling operation.

(18) Tank trucks will be properly grounded before refueling.

e. Fire Extinguisher Requirements:

(1) Vehicles that are used to transport flammables, explosives, or other dangerous materials must be equipped with a fire extinguisher having a 10 B: C rating or greater.

(2) All vehicles (fire, police, security protection, and ambulance) that respond to emergency calls will be equipped with fire extinguishers.

(3) Fire extinguishers will be available in vehicles that: Are used as personnel carriers with a capacity of seven or more persons; Store or handle ammunition or other hazardous materials; Carry valuable equipment or materials on a mission requiring special protection.

(4) Will be available in each building on the Camp and be inspected on a monthly basis, results documented and files maintained in Supply.

f. Hazardous Materials: Vehicles that transport hazardous materials shall be properly posted with placards on all sides, and the load blocked and braced to prevent it from shifting.

25. Personal Injury Accident Reporting

a. References: AR 600-8-4, AR 135-381, LOD Module user manual, dated Sep 2009

b. All accidents, injuries, and occupational illnesses are to be reported as follows:

(1) Safety Officer will:

- a. Complete a DA Form 285 and forward thru command channels
- b. Report Serious Injury Report (SIR) to the RIJOC

(2) S1 HR NCO will:

- a. Complete LOD form NLT five (5) working days from the date of injury or

illness. The Unit Safety Officer/NCO will investigate and report the accident using DA Form 285 unless a fatality or disability has occurred.

26. Medical Prevention

a. Cold/Heat Injury Prevention

(1) All too often, we focus on recognizing and treating cold and heat weather injuries; however, the more important issue is prevention. FM 21-11, FM 21-76, and TB Med 81 provide guidance in cold-weather operations. In addition, use the following procedures to manage the risks of operating in cold weather.

(2) Include the safety officer/NCO in planning.

(3) Current conditions and weather forecasts will be continuously monitored for changes.

(4) Soldiers will use the buddy system. Each buddy will monitor the appearance and behavior of his partner, especially looking for blanched skin, abnormal behavior, etc.

(5) Supply is responsible to ensure suitable cold-weather gear is available and serviceable for all troops. Leaders will ensure that all soldiers are dressed properly for cold weather (gloves; loose, layered clothing; head protection; socks). Soldiers will be made aware that alcohol consumption increases the risk of cold injury.

(6) Proper hygiene must be practiced. Soldiers will not be allowed to wear wet clothing unnecessarily. Change socks regularly.

(7) Personnel who have previously suffered cold or heat-weather injuries must be identified and closely monitored. They are more susceptible to injury. **Refer to Appendix 10, Prior Injury Student Marking SOP.**

(8) All leaders and soldiers will be trained in cold-injury prevention procedures, proper cold weather operational procedures, and carbon monoxide hazards. Also, all soldiers will be trained to recognize the early warning signs of cold-weather injuries and to perform emergency first-aid treatment.

b. Acclimatization: Lack of acclimatization (getting used to heat) is a major reason for heat injury. Doctors recommend a two week conditioning period where people are first exposed to summer temperatures, however, during annual training, this time is not available. Since the first 2 days of the two week conditioning period are the most important, it will have to do as our adjustment period. Strenuous activity should be limited the first 2 days to 2 hours every morning and evening. Soldiers are able to take a lot of deep body temperatures and also lose less salt in their sweat. Conditioning is a stop measure that must be taken seriously. If strenuous activity must be carried out during the acclimatization period for more than 4 hours, it should be done in the very early morning hours.

c. Water intake: Heat injuries happen to even troops in good health/condition. The best thing to do to make sure you don't get heat sickness is to drink lots of water. You cannot be conditioned to need less water. It is very likely that you will lose more than 1 quart of water in the form of sweat per hour. You will lose even more when training in MOPP gear. To avoid an injury, you must drink at least 1 quart of water every hour while you're in high temperatures. Don't wait to drink until you feel thirsty. For some reason, your body doesn't let you know when it needs water. You must drink one canteen full of water every hour. It's best to drink a little every 15 minutes than to drink the whole canteen at one time.

d. Wet Bulb Globe Temperature (WBGT): The WBGT measures the air temperature, humidity, sun's radiant heat, and wind speed. It shows how hot it is and how easy it is to evaporate sweat from the body. WBGT temperatures do not equal dry bulb temperatures –the temperatures we are used to. There are five categories on the WBGT scale. Categories IV (88* - 88.9*) and V (90* - up) are where heat injuries most often occur. Strenuous activity should be cut down in Category IV and stopped when it reaches V. NOTE: Wearing of body armor or NBC MOPP gear adds 10°F to the WBGT.

e. Carbon Monoxide Overexposure

(1) TB Meds 269 and 81 provide guidance in dealing with carbon monoxide overexposure. In addition, the procedures below are aimed to manage the risks associated with carbon monoxide.

(2) All soldiers shall be trained in the hazards of carbon monoxide. This training will be provided in the Fall and in the Winter (twice annually). The most common source of carbon monoxide is the exhaust from internal combustion engines and field heaters in confined spaces without adequate ventilation (e.g., tanks, APCs, communications vans, and other enclosed areas where portable internal combustion engines and heaters are used). Adequate ventilation must be provided when engines, generators, Company chargers, and space heaters are operated.

(3) Personnel will be trained to recognize the warning signs and symptoms of carbon monoxide overexposure and to perform emergency first-aid treatment.

(4) All soldiers are prohibited from sleeping in, on, or near fuel-powered vehicles while the engines (or heaters) are running.

f. Ergonomics: Job-related injuries occur every day in the workplace. Often these injuries occur because the individuals are not trained to standard. One way to prevent workplace injuries is to establish job standards and train all individuals to perform to those standards. Use the following procedural list to manage the risks of the everyday workplace:

(1) Individuals must wear the prescribed personal protective clothing and equipment (PPCE) for the job.

(2) Avoid making repetitive movements that could cause hand or foot injuries or strain from lifting. Can the hazard be eliminated through the use of PPCE? Can changing the workstation eliminate the hazard?

(3) Supervisors shall ensure that employees lift, carry, or lower no more than 10 kg. Observe that lifts are performed properly.

(4) Train employees to use a smooth, two-handed motion when lifting an item. Never lift an item with only one hand. Get help with bulky or heavy objects or objects that have to be removed from a cramped storage position.

(5) Keep all walkways clear of obstructions, well lighted, dry, and wide enough for the load.

g. Hearing Conservation: References: AR 40-5 and TB Med 501 provide guidance in hearing conservation. In addition, use the procedures below when operating in a noise-hazardous environment.

(1) The unit commander shall appoint a hearing conservation officer/NCO, on orders.

(2) The hearing conservation officer/NCO shall maintain the SIDPERS birth-month roster of individuals exposed to hazardous noise. This roster is provided by the Medical Department Activity (MEDIC). Further, notify the MEDDAC commander of noise-hazardous areas.

(3) A noise hazard survey shall be obtained, retained, and kept current by Industrial Hygiene/Preventive Medicine (TB Med 50). The hearing conservation officer/NCO shall ensure that this is maintained. Noise-hazardous areas shall be identified, and are noise-hazard signs posted within easy view.

(4) The hearing conservation officer/NCO will ensure that permanent noise-induced hearing losses are being reported as occupational illnesses IAW AR 385-40, and DA Form 3349 (Medical Condition-Physical Profile Record) issued. All exposed soldiers will be enrolled in the Hearing Evaluation and Recording (HEARS) Program IAW AR 40-5 and DA Pam 40-501.

(5) The wearing of earplugs is mandatory for all personnel routinely or periodically exposed to hazardous noise levels. The earplug carrying case is a mandatory part of the duty uniform when conducting operations in which hearing damage risks exist.

(6) The hearing conservation officer/NCO will ensure that hearing protection devices (earplugs or earmuffs, as required) are provided to all members of this command. Trained medical personnel will properly fit them.

(7) All personnel who are routinely exposed to hazardous noise will receive at least one medical hearing evaluation per year, and will attend a hearing conservation briefing annually.

(8) The wearing of hearing protectors by unit personnel and visitors shall be enforced during exposure to hazardous noise by all supervisors and leaders.

(9) Where actual sound-level measurements are not available, personnel shall assume the existence of a hazardous noise level if one or more of the following exists:

- a. There is difficulty in hearing spoken words in the area;
- b. Personnel experience ringing in their ears after working in the area
- c. Personnel experience a temporary loss of hearing that muffles speech and other sounds after exposure to noise.

27. Risk Management in Training Operations: FMs 25-100 and 25-101 provide guidance in all aspects of training and supervision. AR 385-10 provides the doctrinal force behind risk management (RM) as a part of force protection. ATP 5-19 and FM 100-14, "Risk Management", applies across the wide range of Army operations, explaining the principles, procedures, and responsibilities to successfully apply the risk management process to conserve combat power and resources. The doctrine or risk management must become second nature.

a. Targeting

(1) All training mission elements must be assessed to determine those with the greatest risk potential.

(2) Training operations must be targeted to integrate safety into the concept and planning stages.

(3) Hazards shall be routinely stated in terms of their systemic origins.

(4) Top-priority hazards will be given proper priority for RM control actions and resources.

b. Risk identification

(1) Hazard-identification techniques will be given a strong priority as information-collection procedures.

(2) Training accident prevention priorities are strongly influenced by the degree of risk of target areas.

(3) Hazard identification measures shall be concentrated in the pre-operational phases of training.

c. Risk assessment

(1) Risk-assessment processes are influenced by hazard/cost considerations. Assess worst risks and attack them first.

(2) The assessment process should focus on identification of systemic causes as the sources of hazards.

d. Risk controls and decision-making

(1) Routinely consider a full range of risk-control options (human factors, procedures, and materiel).

(2) Line leaders should generally consider training safety problems in risk-decision terms (mission objectives balanced with safety needs). Use the risk-acceptance guidelines provided by command.

(3) Mission objectives and control measures must be properly balanced during the decision-making process. Risk decisions made at the lowest possible leader level consistent with the risk importance.

(4) Final controls will be developed as standards (just like other unit standards).

e. Implement risk controls

(1) Controls will be integrated in SOPS, orders, job aids, training tasks, METLS, and other individual and unit guidance.

(2) Leaders at all levels provided essential risk and hazard recognition training.

f. Supervise

(1) The effectiveness of controls must be assessed over time. Apply risk management concepts to punish "gamblers" and protect prudent risk takers regardless of the outcome of the operation. The effectiveness of controls will be assessed, at a minimum, during quarterly safety council meetings.

(2) Evaluate the impact of change during training operations as a cause of risk.

(3) Effective risk-management performance shall be incorporated in job standards and other training performance evaluation criteria (AARs).

g. Training and Supervision: ATP 5-19 and FM 29-2 provide guidance in training and supervision. Follow the procedures below when managing risks associated with training and supervising soldiers.

(1) The commander will conduct announced and unannounced periodic inspections.

(2) Leaders and supervisory personnel and other leaders are trained in and practicing risk management techniques.

(3) Training schedules reflect adequate time for preventive-maintenance services

for operators, crews, and maintenance personnel.

(4) The following items, covered by the SOP, are being complied with:

- a. Quality control.
- b. Fire prevention.
- c. Equipment operations.
- d. Moving hazardous materials.
- e. Personal protective clothing and equipment.
- f. Explosives/weapons safety.
- g. Carbon monoxide.
- h. Electrical/tool safety.
- i. Lifting devices.
- j. Painting.

h. Personnel in critical organizational maintenance positions are certified as proficient in the technical aspects of their duties.

i. All supervisors and assigned/attached Soldiers will work together to integrate safe working procedures into operations to prevent injuries and damage.

j. Maintenance and equipment publications are current and accessible to equipment operators, mechanics, and leaders.

k. The unit safety officer or NCO, supervisors, and maintenance personnel conduct safety inspections.

l. Supervisors conduct regular safety meetings in the work area.

m. Personnel are cross-trained, to operate vehicles materiel-handling equipment, generators, space and immersion heaters, and other equipment.

n. Do supervisors-

- a. Orient new personnel.
- b. Teach safe practices.
- c. Enforce rules and regulations.
- d. Investigate accidents.
- f. Prepare and submit DA Form 285 oil reportable accidents.
- g. Ensure unsafe conditions are corrected.

o. Do individuals-

- a. Follow established safety rules and procedures.
- b. Correct or report unsafe conditions.
- c. Report all accidents.
- d. Warn others of hazards.
- e. Use protective devices (earplugs, safety glasses, safety shoes, gloves) when required.

p. **Risk Management Integration:** Refer to **NGRI-RTI MOI 14-003, 243d Regiment (RTI) Risk Management (RM) and Daily Risk Management Integration Plan**.

q. All **DD2977 Deliberate Risk Assessment Worksheets (DRA)** will accompany the DTMS training schedules (90) days prior to training and be submitted through the proper company channels to the REGT S3/ ADSO for approval. All DRAs will be endorsed by the submitter, approval authority and at a minimum the ADSO will be the reviewer to make final endorsement and approve training at the depicted residual risk. Training companies are responsible for maintaining their own DRA's for inspection purposes. The safety office will maintain a copy of all DRAs IAW ARIMS. See the Safety Share folder for template classroom, Physical training and Vehicle use DRAs.

s. **Daily Risk Management (DRM)** sheets will be completed prior to each training lesson to ensure updated or newly presented hazards like weather or cadre available does not raise the existing residual risk. If at any point the residual risk is elevated the Risk Management process must be re-evaluated to determine if relevant controls are available to lower the residual risk to an appropriate level to continue with training. DRMs are the responsibility of the training companies to execute and maintain for inspection purposes.

t. **The Approval Authority for Risk decisions at the 243d Regiment (RTI) is as follows:**

Risk Level	Approval Authority
Extremely High	The Adjutant General
High	The ATAG/LCC
Moderate	RTI Commander
Low	Instructor/E6

28. Sports and Recreation: DA Pam 385-5 provides guidance for sports and recreation programs. In addition, use the checklist below to manage the risks associated with sports and recreation.

a. Integrate safety into unit sports and recreation programs. The unit safety officer/NC0 is responsible to ensure program success. All supervisors of sports and recreational activities will coordinate procedures with other activities and units.

b. The areas selected for sports must be suitable for their intended use. Periodic inspections will be conducted of areas selected for recreational use, and all facilities and equipment shall be inspected before use.

c. Athletic fields will be flat, smooth, and free of rocks, sticks, standing water, broken glass, and other debris. Gymnasium floors shall be free of obstructions.

d. Participants shall always use the proper practice equipment to ward off cuts, bruises, sprains, and broken bones. Proper protective equipment will be worn.

- f. Do warm up exercises prior to commencing the competition.

29. Workplace Inspections: Inspections of workplace areas will be coordinated through the Regiment Safety Officer to the State Occupational Health Officer to be conducted. The State Ground Safety NCO will complete an annual facilities and administrative Safety inspection. Refer to **Appendix 7, RING State Safety checklist.**

Encl:

Appendix 1, New Soldier Safety Orientation Checklist
Appendix 2, Hazard Inventory Log
Appendix 3, POV Inspection Checklist
Appendix 4, Motorcycle Program
Appendix 5, Accident Prevention Program
Appendix 6, Safety Awards Program
Appendix 7, RING Annual State Safety checklist.
Appendix 8, Pre-Accident plan
Appendix 9, Fire Evacuation Plan
Appendix 10, Prior Injury Student Marking SOP
Appendix 11, Unit Safety Board Requirements
Appendix 12, Inclement Weather Plan

APPENDIX 1

UNIT SAFETY AND NEW PERSONNEL ORIENTATION CHECKLIST

NAME: _____ RANK: _____

DATE ASSIGNED: _____ MOS: _____ AGE: _____

SECTION ASSIGNED TO: _____ CPR QUALIFIED: YES ___ NO ___

MILITARY DRIVER'S LICENSE: YES ___ NO ___

COM DRIVER'S LIC: YES ___ NO ___ CDL# _____

CIVILIAN DRIVER'S LIC: YES ___ NO ___ # _____

MOTORCYCLE LICENSE: YES ___ NO ___ # _____

ARMY M/C RIDER COURSE: YES ___ NO ___ LEVEL _____

ATV / low cc scooter/ moped user YES ___ NO ___

UNIT SAFETY REPRESENTATIVE: _____

General Safety:

___ Commander's Safety Philosophy
___ Unit Safety SOP
___ Accident/Incident Reporting
___ Individual Safety Responsibilities
___ Safety Bulletin Board Location
___ Safety Council Minutes
___ First Aid Kit Location
___ Unit Safety Awards
___ Motor Pool Safety
___ Vehicle Safety(seatbelts, ground
-guides, hearing protection, drugs/alcohol)

Fire Safety:

___ Fire Extinguisher Location
___ Fire Extinguisher Operation
___ Fire Evacuation Plan
___ Evacuation Muster Point

Misc Safety:

___ Lifting and carrying
___ Spill prevention
___ Ladder Safety
___ Safe Fueling

INITIAL: _____ I understand that if I purchase a motorcycle during my employment with RTI, I must inform my first line leader and the Regiment Safety Office. I must also complete at a minimum the Army Motorcycle Safety Basic Course (per AR 385-10 (b)(1)) and submit my MSF card to the Regiment Safety Office within 90 days of purchasing the motorcycle.

INITIAL: _____ I have been briefed on this unit's Safety Program and safety procedures IAW AR 385-10, NGB 385-10 and the 243d Regiment Safety SOP.

SIGNATURE OF SM: _____ DATE: _____

COUNSELED BY: _____ DATE: _____

APPENDIX 2**POV INSPECTION CHECKLIST*****At least a two week period should be allowed to ensure timely repairs.***

ITEM	WHAT TO CHECK	LOOK FOR KNOWN DEFICIENCIES	CHECKOFF	
TIRES	Condition	Tread depth, wear, weathering, evenly seated, bulges, imbedded objects, cuts, breaks. At least one mm of tread over entire traction surface. <i>(Using a penny, place it in the tire tread with head facing downward. If the tread does not reach the top of Lincoln's head, there is insufficient tread depth)</i>	Front	Rear
	<i>NOTE: No mixing of radial tires and bias tires.</i>			
	Spare tire	Spare tire (inflated), jack, lug wrench	Pass	Fail
LIGHTS	Head lights	Both high and low beams operational, cracked, condensation, secured	Left	Right
	Tail Lights	Lenses intact, tail light working when turned on (red)	Left	Right
	Brake lights	Lenses intact, brake light working when brake is applied (red)	Left	Right
	Turn Signals	Lenses intact, left and right turn signals blink (red lights in rear and yellow lights in front)	Front Left	Rear Right
	Backup lights	Lenses intact, left and right backup lights work (White Light)	Left	Right
	Four-way Flashers	Lenses intact, left and right turn signals flash/blink at the same time	Front Left	Rear Right
	License Plate Light	Lenses intact, does light stay on	Pass	Fail
WINDSHIELD & WINDOWS & WIPERS				
	Windshield	Not cracked, broken or scratched to the degree that impairs vision	Pass	Fail
	Rear Window	Not cracked, broken or scratched to the degree that impairs vision	Pass	Fail
	Windows	Windows go up and down, scratched or tinted to the degree that impairs vision	Pass	Fail

Window controls	Check handles, push electric buttons	Front	Rear
Windshield wipers	Both wipers are installed on vehicle, windshield wipers work, blades show signs of wear	Pass	Fail
MIRROR			
Mirror Outside	Missing, cracked	Left	Right
Mirror Inside	Missing, cracked	Pass	Fail
BUMPERS			
Bumper Front	Missing, loose, broken	Pass	Fail
Bumper Rear	Missing, loose, broken, bent in any way to cause a hazard	Pass	Fail

BRAKES			
Brakes	Foot pedal cannot travel more than half way to floor, does brake light stay on	Pass	Fail
Emergency Brake	Properly adjusted, check emergency brake by: pull/push emergency brake, apply foot to brake, gently press gas pedal, ensure brake holds vehicle	Pass	Fail
Interior			
Horn	Does it work	Pass	Fail
Defroster Front	Ensure hot air blows out above the dash	Pass	Fail
Defroster Rear	Check light on dash, if in the winter ensure it works by allowing the rear windshield to clear up	Pass	Fail
Emergency equipment	(OPTIONAL) First aid kit, warning triangle, flashlight, fire extinguisher, blanket, flares, shovel, chains, tools, etc. (Check host nation laws for any additional equipment)	Pass	Fail
Heater	Ensure heater works	Pass	Fail
SEATBELTS			
Seatbelt Front/Rear (Include shoulder harness during inspection, may have a center seat belt)	Missing, frayed, does not snap	Front	Rear

LICENSE/DECALS/INSURANCE		
State Drivers License	Expired, missing	Pass Fail
Installation decal	Missing, needs replacing	Pass Fail
License Plate (License plates match windshield decal (Europe Only))	Expired, check sticker/decal to ensure plate is current	Pass Fail
Insurance	Does the operator have valid insurance	Pass Fail
UNDER THE HOOD FLUIDS		
Brake	Filled to appropriate level	Pass Fail
Windshield washer	Windshield washer fluid	Pass Fail
Battery	Check the color indicator on the battery	Pass Fail
Power Steering	Filled to appropriate level	Pass Fail
HOSES	Cuts, cracks, leaks, bulges, chaffing, deterioration	Pass Fail
BATTERY	Terminals, clean and tight, held down securely	Pass Fail

Inspector's

Name: _____ Signature _____

Operator

Name: _____ Signature _____

Platoon Sergeant/Platoon Leaders

approval _____

Date inspection was conducted _____ Date follow-up inspection was conducted _____

Leave/Pass/Holiday _____

APPENDIX 3

[illegible]

APPENDIX 4

MOTORCYCLE SAFETY PROGRAM

1. References:

- a. AR 385-10, Army Safety Program, dated 23 May 2008 (RAR) 05 Aug 2009
- b. RIARNG Safety Program, dated 01 May 2013
- c. AR 385-40, Accident Reporting and records
- d. AR 385-55, Prevention of Motor Vehicle Accidents
- e. Department of Defense Instruction: DoD Traffic safety Program, number 6055.4, dated 20 July 1999
- f. POV Risk Management toolbox, 2nd Edition, May 1994
- g. DA Policy, Motorcycle Accident Prevention Emphasis, dated 02 OCT 2006
- h. 243d Regiment (RTI) Standard Operating Procedures, Safety Annex, Commander's Accident Prevention Program and SOP

2. Purpose: To establish the 243d Regiment (RTI) Motorcycle Safety Program to promote and foster an environment of safe motorcycle usage on and off duty. This policy is meant to supplement the Commander's Accident prevention Program and SOP.

3. Scope: This policy is applicable for all personnel of the 243d Regiment (RTI), at anytime, on and off a military installation.

4. Policy:

a. General: Motorcycle accidents continue to be a leading cause of Soldier fatalities and serious injuries. Recent accidents trends suggest excessive speed and reckless operation as well, which co-relates with operator inexperience. Every leader and Soldier must be committed to and actively involved in accident prevention, especially the prevention of motorcycle accidents. Training leader involvement, enforcement of standards, leader and soldier mentorship, along with the integration of composite risk management will mitigate our ongoing concern over motorcycle operation.

b. Concept of the Operation: Reducing the number of motorcycle accidents requires a dedicated support of every commander, leader and soldier. This policy includes mandatory training, leader mentorship and the reinforcement of soldier responsibility for safe operation.

(1) **Mandatory Training:** It is required under the Department of Defense Instruction (DODI) 6055.4, DoD Traffic Safety Program and AR 385-55, Prevention of

Motor Vehicle Accidents for all personnel operating a motorcycle to complete the Motorcycle Safety Foundation Course. The State will initiate and implement various training initiatives to accomplish the further education philosophy as funding and resources permit. As a member of this Regiment all personnel assigned and/or attached will be required to attend the next available training offered by the state. Until such time that the training has been satisfactorily satisfied, no personnel shall operate their personally owned motorcycle while on duty status, to include to and from a military installation. After completion of such training, soldiers will be expected to conduct re-training every three years.

(2) **Mentorship Program:** All soldiers with motorcycle licenses or planning to obtain a motorcycle license, who are active riders or are planning to be a future active rider, must be counseled face to face, to include being briefed on this policy, by first line supervisors. Soldiers must be assigned to an appropriate mentor, assigned by the Commander or Command Sergeant Major (CSM). Soldiers identified as riders will complete a written safety brief with the unit safety officer (sample in Encl 1). Mentors will act, similar to that of a battle buddy, in reminders to our fellow riders on motorcycle PMCS and safe riding. Any unsafe act in unsafe equipment or personnel should be reported through the proper channels immediately, so as to not allow any potentially hazardous/unsafe situation to occur. Unit mentors will be identified by the Command, during Safety Council meetings and target the Regiments most experienced riders based on years of riding and courses attended. Unit Mentors should set the example for all riders and will be allowed to promote organized activities to enhance motorcycle safety or riding events, upon request through the regimental Commander and State Safety office.

(3) **Individual Responsibilities:** Individual soldiers, to whom this policy is intended, should identify themselves to their chain of command. Riders should seek out mentors from skilled, responsible and positive riders. The key focus of soldiers that plan to operate a motorcycle, while an active member of the RIARNG and the 243d Regiment (RTI) should do the following:

- a. Demonstrate self-discipline and defensive driving when operating a motorcycle.
- b. Recognize the inherently dangerous nature of motorcycle operation and do not join or participate in activities that promote high risk behavior.
- c. Comply with state, local and Army required training, licensing and operating procedures.
- d. Use the Risk Management (RM) in purchasing, riding and maintaining motorcycles.
- e. Properly maintain and wear the appropriate Personnel Protective Equipment (PPE) for both on and off post riding. Operators must ensure that passengers comply with these PPE requirements as well.
- f. Report their involvement in a motor vehicle accident to their leadership
- g. Support installation and State safety initiatives

h. Strive to become a regimental Mentor for Motorcycle Safety

(4) The minimum PPE is the following:

a. Department of Transportation (DOT) approved motorcycle helmet

b. Fully fingered leather or other abrasion-resistant material gloves

c. Long Sleeve Shirt and full length pants. Outer clothing consisted of Kevlar type impact-absorbing padding is strongly encouraged.

d. Eye protection designed to meet national standards on shatter resistance.

f. Fluorescent vest/jacket will be worn as the outermost shell, while riding on post and/or two and from military duty.

4. This policy will remain in effect until superseded or rescinded by the Command.

Encl (1) Operators Safety Brief

Enclosure 1

OPERATORS SAFETY BRIEF

I _____, understand that I am a Soldier 24 hours a day and the following actions are required for me to operate a motorcycle on/off post.

- ✓ I must register my motorcycle IAW state and local traffic laws.
- ✓ I must complete the required motorcycle safety courses
 - Basic Rider course
 - The National Guard sponsored Safety Course, upon availability.
- ✓ I will wear all my PPE, IAW this policy at all times, regardless of the difference or lowered standard by state/local traffic laws.
- ✓ PPE applies to the operator and passenger.
- ✓ I will report any/all motor vehicle accidents to my appropriate leadership.

I understand that failure to comply with Army regulations could result in my loss of motorcycle riding privileges. I will always operate my motorcycle in a safe and disciplined manner.

MAKE: _____ MODEL _____ YEAR _____

I am associated with the following motorcycle organizations:

Name of Organization: _____

At anytime I purchase a different (or additional) motorcycle or become associated with a motorcycle organization, I will update this safety brief with my Commander within (72) hours.

I understand that at no time do the rules of a motorcycle organization supersede the rules set forth by the Army and this policy. Additionally, organization rules do not relieve me from any liability or personal responsibility to operate a motorcycle safely and to not engage in dangerous operation.

Operator's Signature

Date: _____

Mentor Signature

Date: _____

Commanders/CSM Signature

Date: _____

APPENDIX 5

Accident Prevention Program

References:

- a. AR 385-10, Army Safety Program, dated 23 May 2008 (RAR) 05 Aug 2009
- b. RIARNG Safety Program, dated 01 May 2013
- c. AR 385-40, Accident Reporting and records
- d. AR 385-55, Prevention of Motor Vehicle Accidents
- e. TC 21-305, Training Program for Wheeled Vehicle Accident Avoidance
- f. POV Risk Management toolbox, 2nd Edition, May 1994
- g. Department of Defense Instruction: DoD Traffic safety Program, number 6055.4, dated 20 July 1999
- h. 243d Regiment (RTI) Standard Operating Procedures (SOP)

2. **Purpose:** The following standard operating procedures establish the regiment policy and guidance for safe operation of privately owned vehicles. It establishes the requirements for the designed to minimize manpower and monetary losses resulting from privately owned vehicle (POV) and privately owned motorcycle (POM) accidents.

3. **Scope:** These standard operating procedures are applicable for all personnel of the 243d Regiment (RTI), at anytime, on and off a military installation, in or on an Army motor vehicle or privately owned vehicle.

4. **General:** All Regiment personnel are expected to operate their privately owned vehicles in a safe manner, comply with all existing rules and regulations and report any unsafe act or conditions to their immediate supervisors. Safe operation of a privately owned vehicle is a personal responsibility. When in doubt, err on the side of safety.

5. **Policy:** It is the policy of this command to conduct all operations safely and to minimize, to the greatest extent possible, accidental manpower and monetary losses.

6. Responsibilities:

a. Regimental Commander:

(1) Ensure the procedures are prescribed for safe operation of privately owned vehicles and motorcycles on and off military installations.

(2) Ensure that vehicle operation is carried out IAW Army regulations

(3) Ensure that training, education and motivation programs dealing with safety and privately owned vehicles are being developed and applied.

(4) Ensure motor vehicle accidents data is collected, analyzed and evaluated to identify where we need to focus accident prevention measures.

(5) Continuously review the privately owned vehicle safety standard operating procedures to ensure accuracy, relevance and takes corrective action where necessary.

b. Regiment Safety Officer/NCO

(1) Ensure that all records of POV inspections are kept and updated semi-annually by each section leader. Maintain records in Safety Binder.

(2) Collect motor vehicle activity and accident data. Turn in documents (DA Form 285-AB-R) to the State Safety Office.

(3) Ensure that all required training is being conducted and documented, IAW this SOP.

c. All Personnel:

(1) Ensure that all POV records are accurate and updated when applicable.

(2) Provide accurate information for accident reports.

(3) Participate in all required Safety training

7. Procedures:

a. Motor vehicle Inspection:

(1) Privately owned vehicle/motorcycles will meet minimum safety requirements per POV Risk management Toolbox located at:

<https://safety.army.mil/povtoolbox/Home/tabid/1623/default.aspx>

(2) Section leaders will inspect their respective section soldier's vehicles/motorcycles at least twice per year. Inspections will also be conducted prior to every Annual training, in which a vehicle will be utilized from travel during the AT period (while the soldier is on AT orders). Any vehicle concerns will be forwarded to the Unit Safety Officer for further review.

(3) POVs shall meet all applicable requirements of 49 CFR 571, 'Federal Motor Vehicle Safety Standards,' dated 01 October 1997 and Public Law No. 99-570, 'Commercial Motor Vehicle Safety Act of 1986.'

(4) Soldiers having more than 250 miles from their home of record or duty station will be required to submit a Travel risk Planning System (TRIPS) assessment to their first line supervisor, to be turned into the Safety Officer, before being approved for

travel.

b. Safety:

(1) The use of the POV Accident Prevention Toolbox is mandatory. All leaders will familiarize themselves with its contents and available tools.

(2) Speed limits and road conditions will be observed at all times and drivers will be properly rested before operating privately owned vehicles. This is particularly important during long trips. The 243d Regiment (RTI) policy requires (8) hours of rest for every (6) hours of driving. Share driving duties between two or more individuals for extended trips whenever possible.

c. POV Operation:

(1) Operator Duty Time: To reduce the potential for traffic accidents caused by operator fatigue, the Regiment Commander will establish and enforce duty hour limits for motor vehicle operators based on a careful operational risk assessment.

(a) Drivers will be restricted to driving no more than (8) hours or 350 miles per day.

(b) Drivers will plan for a (15) minute rest stop for every (2) hours of driving.

(c) Share driving duties between multiple operators, whenever possible to reduce risk.

(2) Occupant Protection Devices:

(a) The seatbelt program shall be implemented as required by Executive Order 13043, reference (c), The Highway Safety Program Guidelines, No 20, enclosure 3 and RIGL for Motor vehicle operation and Traffic Laws. The use of seat belts has dramatically reduced the number of deaths and the severity of injuries among survivors of motor vehicle crashes. All regiment personnel will wear their seat belts, in any motor vehicle, while the vehicle is in motion.

(b) Child Safety Seats shall be utilized for all children required to have them IAW RIGL and local traffic laws, which is required for children until age (7) except when height and weight exceed local requirements. The child seat shall meet all requirements set by the Department of Transportation.

(c) The motor vehicle operator is responsible for informing all passengers of the safety belt requirement.

(d) All non-use of occupant protective devices shall be enforced as a primary traffic violation.

(e) Personnel may not be transported without fixed seats. Occupants

shall be seated when the vehicle is in motion.

(3) New technology: With the increase of advanced technology, there is a potential for driver distraction when operating modern communication or navigational equipment while in a motor vehicle. Drivers must use caution when operating these devices. Whenever possible, use these devices only when the motor vehicle is safely stopped.

d. Motorcycle Operation: (Reference Appendix #9, (Commander's Motorcycle Safety Program)

(1) Operators of POM's (both street and off-road) must be appropriately licensed to operate on public highways.

(2) Before operating any motorcycle, operators must successfully complete an approved rider or operator safety course. The safety course will be a Motorcycle Safety Foundation approved course taught by a certified or licensed instructor. Hands on training, performance based and knowledge based evaluations must be part of the curriculum.

(3) When operating privately owned motorcycles, in both on and off road modes, all motorcycles must have headlights turned on at all times.

(4) Motorcycles shall be equipped with rear view mirrors mounted on the handlebar.

(5) The following Personal protective Equipment is mandatory for all persons operating or riding as a passenger on a motorcycle

(a) Helmet: Certified to meet the department of Transportation (DOT) standards and properly fastened under the chin

(b) Goggles/ Face shield: Impact or shatter resistant goggles or full-face shield, properly attached to the helmet. A windshield or eyeglasses alone are not proper protection.

(c) Sturdy footwear: leather boots or over the ankle shoes

(d) Clothing: Long sleeved shirt or jacket (preferably leather), long trousers

(e) Garment Visibility: A reflective vest must be worn at all times while riding on post.

(e) Driver Education:

(1) All military personnel who are found guilty of a traffic accident or of reckless operation of a motor vehicle or motorcycle shall be given a minimum of (4) hours of classroom instruction in traffic safety design to establish and reinforce a positive attitude

toward driving. Individual responsibility and corrective response to routine and emergency driving situations shall be stressed.

(2) Driver impairment courses shall be mandatory for all individuals who have been convicted of operation of a motor vehicle, while under the influence of alcohol/and/or narcotics. Offenders shall be required to attend these courses or lose installation driving privileges.

(f) Traffic Court:

(1) All traffic offences occurring on Department of Defense installations may be referred to the applicable US Magistrate or local judicial authorities, in the interest of impartial judicial determination and effective enforcement.

(2) Military and Civilian personnel shall not be authorized to operate Department of Defense motor vehicles during:

(a) Periods of operator suspension or revocation by any state.

(b) Periods while base driving privileges are suspended or revoked for driving under the influence of alcohol or other drugs, or for other traffic violations that constitute a moving violation under local traffic laws.

(g) Impaired Driving:

(1) While driving on any Department of Defense installation, the operators and/or passengers of a motor vehicle are prohibited from having open containers of alcohol inside the passenger compartment and are refrained from consuming any alcoholic type beverages while operating a motor vehicle.

(a) Open contained means any bottle, can or receptacle containing in it an alcoholic type liquid with the seal broken.

(b) Ready possession means located within the passenger compartment of the vehicle.

(2) If a Soldier is convicted of drinking and driving and refuses to take or fails to complete a lawfully requested test to measure alcohol content of the blood or urine or is apprehended driving under the influence of alcohol, the following actions will be taken:

(a) The Soldier will have his/her post driving privileges immediately suspended pending the disposition of the case/investigation. If it is determined that the soldier refused to submit to a chemical test to measure his/her blood alcohol content (BAC) or is convicted of DUI, the soldier's post driving privileges will be revoked for not less than (1) year.

(b) The Soldier will receive a general officer memorandum of reprimand

to be filed IAW AR 600-37.

(c) The soldier will be referred to the Alcohol and Substance Abuse Program for enrollment in an appropriate track. Driving privileges will not be restored unless the soldier successfully completes the appropriate track and if ordered by a civilian court judge, the soldier will successfully complete any additional court requirements.

(3) Section Calling card: All sections are required to provide each soldier within their respective section a business card sized smart card with taxi service numbers and section leaders contact numbers at a minimum. The purpose of the card is to provide an alternative to driving while impaired or too fatigued to safely operate a motor vehicle.

h. Pedestrian Safety:

(1) Pedestrian Safety is of the utmost importance. All regimental personnel shall use established sidewalks, pedestrian cross walks and bicycle paths to ensure maximum safe traffic flow without jeopardizing pedestrian safety.

(2) Regimental personnel will wear reflective garments during periods of limited visibility. These garments will be worn for all personnel who are exposed to traffic hazards as a part of their assigned duties and for safety purposes while conducting extra-curricular activities that have the same hazards present.

(3) Individuals are not authorized to skate, skateboard, jog, run or walk on roadways during peak traffic hours or in high density traffic areas.

5. **Accidents:** In the event of an accident during a mission, the course OIC/NCOIC for the training event will submit a Commander's Critical Information Report (CCIR) describing the 5 Ws through his/her appropriate chain of command. At a minimum, the following personnel will be included on the distribution: Regiment Commander, Regiment CSM, Regiment Safety Officer, Company Commander or Course manager. The appropriate authority level will conduct an investigation to determine the causes and how future incidents can be prevented. All accidents will be recorded on DA Form 285 (Abbreviated Ground Accident report) and reported to the State Safety Office

a. For all accidents where property damage exceeds \$500,000 or personal injury results in a permanent disability or death (OSHA accident Class A or B), the RI State Safety Office will conduct the investigation to determine cause(s) and future prevention efforts.

b. For all accidents where the property damage exceeds \$50,000, but less than \$500,000 and/or a personal injury requires one (1) or more days away from work (OSHA accident Class C), the Regiment safety Office and regimental Command will conduct an investigation to determine cause(s) and future prevention efforts.

c. For all accidents where property damage is less than \$50,000 and/or personal injury results in restricted duty or transfer to another job, the Regimental Command and

the Regimental Safety Officer will conduct an investigation to determine cause(s) and future prevention efforts.

8. Additionally, all accidents investigation conducted at the Regiment level and below will be documented in memorandum format and include a statement that provides an overview of the incident, the cause(s) of the injury or damage and recommendations to prevent future incidents. When the recommended change effects the course POI or CMP, Course managers and/or Commanders document the recommended changes on DA Form 2028 (Recommended Changes to Publications and Blank Form) and forward to the respective SME Cell and Proponent Organization.

APPENDIX 6

Safety Awards Program

1. General: It is the policy of The Regimental Commander to recognize all soldiers and events of the 243d REG (RTI) who contribute significantly to the Unit safety program.

2. Responsibilities:

a. Command and Facility ADSO's are responsible for the overall supervision of the unit safety program.

b. Commanders and activity supervisors will establish and implement procedures for carrying out the awards program.

3. Awards:

a. In addition to the awards specified in NGR 385-10, AR 385-10 and DA PAM 385-10, the following certificates have been implemented for award to unit Modular Training Companies and Individuals:

(1) Modular Training Companies:

(c) Award of Excellence – must have three (3) years without a single safety incident/accident, participate and be an active member of the Unit Quarterly Safety Council and have conducted such training needing Risk Mitigation and Daily Risk Management to ensure all unnecessary risk was eliminated or the severity of the residual risk was downgraded with appropriate control measures to allow training to be executed as planned (such training would be FTX, Range operations, WTBDs or any training in which takes place outside of the academic classroom environment).

(2) Individuals:

(a) Award of Merit – Nominated and articulated as a individual who has contributed greatly to the Unit Safety program and/or has been involved in an event in which provided direct positive impact to an incident, as it pertains to safety. (Example: *Provided countless safety briefings for each iteration of Officer Candidates that executed land navigation during phase I at Camp Niantic, which positively correlated to the lowered safety hazards sustained by the Land navigation Committee*).

b. A record of safety awards will be included in the recipient's official personnel folder.

4. Nominations:

a. Commanders/Course Managers and Instructors will submit their recommendations to their respective chain of command, for the safety council to review during their last quarter meeting during the calendar year (September).

b. The Commanders/Course Managers and Instructors forward only those who meet qualifications indicated in para 3 above.

c. Recommendations should be submitted IAW TAB A (Recommendation for Safety Award) and include, but not be limited to the recommender's selection and reasoning.

d. Safety Awards will be available for distribution once each quarter of the training year (TY) and rendered by the Regimental Commander during formation.

Encl

Recommendation for Safety Award

Enclosure 1

Recommendation for Safety Award

The following Soldier _____ is nominated for a safety award for the following reasons:

Achievement #1

Achievement #2

Achievement #3

Nominated by: _____

Date: _____

Approved by: _____

Date: _____

Award Rendered: _____

Date: _____

APPENDIX 7

RING Annual Safety Inspection Checklist

(All Areas May Not Apply)

ADMINISTRATIVE:

Has the Safety Officer/NCO been appointed in writing?

Yes No Comments

Have appointed Safety Officer/NCO completed the required training?

Yes No Comments

Does the appointed Safety Officer/NCO conduct safety training in the activity and is it documented?

Yes No Comments

Has a Safety and Occupational Health Council (SOHC) been appointed in writing (Battalion and above)?

Yes No Comments

Does the council meet at least semiannually?

Yes No Comments

Are written minutes of the meeting provided in proper format to council members and maintained on file in the activity?

Yes No Comments

Does the organization have a written accident prevention plan?

Yes No Comments

Do the Commander and supervisors enforce the use of all personal protective equipment provided?

Yes No Comments

Has the commander employed risk management procedures effectively to preclude unacceptable risks to the safety of personnel and property?

Yes No Comments

Are mission risk assessment worksheets completed, control measures published, reviewed, and attached to the mission planning documents and operation orders?

Yes No Comments

Are material safety data sheets (MSDS), for each hazardous chemical, maintained and readily accessible in the work place for all personnel to view?

Yes No Comments

Is state guidance being followed regarding safety requirements?

Yes No Comments

PERSONAL PROTECTIVE EQUIPMENT:

Is approved protective eye and face equipment provided to personnel who work in designated eye hazard areas?

Yes No Comments

Is approved hearing protection provided to personnel exposed to areas which have been identified as noise hazardous?

Yes No Comments

Are first aid kits near proximity in the workplace with adequate supplies available,

periodically inspected and replenished as needed?

Yes No Comments

EXIT EGRESS:

Are all exits prohibited from being locked or fastened and kept free and unobstructed when the building is occupied?

Yes No Comments

Are all aisles and passageways kept in good repair at all times with no obstructions across or in the aisles?

Yes No Comments

Is every stairway floor opening guarded by a standard railing on exposed sides (except at entrance to stairway consisting of top and intermediate rails and posts with a nominal, vertical height of forty-two (42) inches)?

Yes No Comments

Do stairways with 4 or more risers, less than 44 inches wide, having both sides enclosed, have at least one hand rail?

Yes No Comments

Do stairways with 4 or more risers, less than 44 inches wide, having one side open, have a stair railing on the open side?

Yes No Comments

Do stairways with 4 or more risers, more than 44 inches wide, but less than 88 inches wide have one (1) handrail on each enclosed side and/or one stair railing on each open side?

Yes No Comments

Do stairways with 4 or more risers, 88 inches or more wide, have one (1) handrail on each enclosed side and/or one (1) stair railing on each open side and one intermediate stair railing located approximately midway of the width?

Yes No Comments

Is vertical clearance above any stair tread to an overhead obstruction at least seven (7) feet measured from the leading edge of the tread?

Yes No Comments

Are floors maintained free of water, grease, and other liquids which would create a slipping hazard?

Yes No Comments

Are passageways, storerooms, and service rooms kept in a clean, orderly and sanitary condition?

Yes No Comments

Are floor load limits posted for occupancy and/or load limits?

Yes No Comments

Is each path of escape, in its entirety, arranged or marked to ensure the way to a place of outside safety is unmistakable?

Yes No Comments

Has each emergency light been tested and documented monthly for a minimum of 30 seconds and annually for 1 1/2 hour duration?

Yes No Comments

Has action been taken to affect the repair of emergency lighting that did not remain operational for the duration of the test?

Yes No Comments

Are furnishings, decorations, or other objects obstructing exits, access there to, egress there from, or visibility thereof?

Yes No Comments

Can all exits be reached without going through a kitchen, storeroom, rest room, closet, or similar space subject to being locked?

Yes No Comments

Is every room or space used for classroom or other educational purposes equipped with at least one outside window, ventilation, or a door leading directly to the outside of the building for emergency rescue?

Yes No Comments

Are at least two (2) separate, remote exits provided for each floor level to minimize the possibility of both exits being blocked by fire?

Yes No Comments

Do exit doors swing in the direction of exit travel when serving an occupant load of 50 or more people?

Yes No Comments

Are doors, as a required means of egress, equipped with panic hardware (quick release bar in any area having an occupant load of 100 or more persons)?

Yes No Comments

When exit doors are locked, can the door be unlocked from the inside without the use of a key, specific knowledge, or effort?

Yes No Comments

Can any door, passage or stairway be mistaken for an exit, which is neither an exit nor a way of exit, properly marked "NOT AN EXIT"? (In one story buildings where the exit is clearly visible, it is not necessary to mark doors to small closets).

Yes No Comments

Does the Facility have a published Fire Plan?

Yes No Comments

Is the Facility Emergency Fire Plan and alarm (if equipped) tested annually?

Yes No Comments

Does the facility have procedures for reporting a fire or other emergency?

Yes No Comments

Does the fire plan, include procedures for emergency evacuation routes, including rally points for personnel accountability?

Yes No Comments

FIRE PREVENTION:

Has the commander / supervisor appointed on orders a responsible person as their fire marshal?

Yes No Comments

Has the commander / supervisor provided an educational program to familiarize all personnel with the general principles of fire extinguisher use and the hazards involved with incipient stage of fire fighting? Has the training been conducted upon initial employment / enlistment and annually thereafter? Is it documented?

Yes No Comments

In the event of a fire, are portable fire extinguishers readily accessible to employees without subjecting the employees to possible injury?

Yes No Comments

Are fire extinguishers hung on brackets or mounted in unlocked cabinets with the top of the extinguisher not more than five feet above the floor for extinguishers with a gross weight at or below 40 pounds or 3 1/2 feet above the floor for extinguishers with a gross weight above 40 pounds? (The clearance between the bottom of the extinguisher and the floor should never be less than 4 inches).

Yes No Comments

Are fire extinguishers of the appropriate type located in the facility where they may be reached within: Class A fires so that the travel distance to a fire extinguisher is 75 feet or less. Class B fires so that the travel distance to a fire extinguisher is 50 feet or less. Class C fire hazards on the basis of the appropriate pattern for the existing Class A or Class B hazards. Kitchens require a Class 40BC or 80BC (Sodium Bicarbonate or Potassium Bicarbonate) fire extinguisher depending on the travel distance (30 or 50 feet respectively).

Yes No Comments

Are the fire extinguishers maintained in a fully charged, operable condition and kept in their designated places at all times (except during use)?

Yes No Comments

Is each portable fire extinguisher (including vehicle fire extinguishers) visually inspected monthly and a record of the inspection maintained?

Yes No Comments

Is each portable fire extinguisher (including vehicle fire extinguishers) subjected to an annual maintenance check by a trained and certified individual? Is a record of the inspection maintained and kept for one (1) year after the last entry or for the life of the shell, whichever is earlier?

Yes No Comments

Is alternate equivalent protection provided when portable fire extinguishers are removed from service for maintenance and recharging?

Yes No Comments

Have fire extinguishers and hose assemblies been hydrostatically tested and have results, date of test, test pressure used, and the person or agency performing the test been recorded?

Yes No Comments

Have CO2 fire extinguisher hoses been subject to an annual conductivity test? Does the hose have the appropriate destructible tag indicating the test?

Yes No Comments

Are fire alarm systems installed in buildings where: two (2) or more stories in height are located above the level of exit discharge, or the occupancy is subject to 100 or more occupants above or below the level of exit discharge, or the building is subject to 1000 total occupants. Have installed fire alarms been tested in the buildings?

Yes No Comments

Is each sleeping room provided with a tested, single station smoke detector?

Yes No Comments

Are operational range exhaust hoods, with an exhaust fan, installed over kitchen ranges?

Yes No Comments

Are grease filters installed in each kitchen range exhaust hood and maintained free of dirt, dust, and grease?

Yes No Comments

Are holes or cracks resealed (e.g. fire proof caulking, mortar mix, etc.) around ventilation ducts, piping, electrical conduit etc. to prevent probable fire spreading into other areas?

Yes No Comments

FLAMMABLE PRODUCTS:

Yes No Comments

Are flammable and combustible liquids maintained in the immediate work area stored in OSHA approved storage cabinets?

Yes No Comments

Are approved storage cabinets used to store flammable and combustible liquids labeled "FLAMMABLE - KEEP FIRE AWAY"?

Yes No Comments

Are there provisions to contain flammable and combustible liquids in the event of spillage?

Yes No Comments

Are outside storage buildings for storing flammable and combustible liquids located fifty (50) feet or less from a building or line of adjoining property that may be built upon (if buildings are located within 50 feet their exposing wall shall be a blank wall having a fire resistance rating of at least two hours)?

Yes No Comments

Is there a portable fire extinguisher located outside of, (inside or outside storage) but not more than 10 feet from the door opening into any room or building used for storage of flammable and combustible liquids?

Yes No Comments

Are "open flames", "spark producing", and/or "smoking prohibited" signs posted in flammable and combustible liquids storage areas?

Yes No Comments

Are corrosive materials prohibited from being stored (inside or outside storage) in the same room with flammable and combustible liquids?

Yes No Comments

Are flammable and combustible liquids spills present that have not been promptly and properly cleaned up?

Yes No Comments

POL STORAGE:

Are POL vehicles parked: 1. With enough space between fuelers so that they can be driven out quickly in an emergency?, 2. Are vehicles grounded?, 3. To allow fire control personnel and equipment to get to each refueler?, 4. To keep fuel that leaks out of a tank vehicle from draining toward any nearby buildings?, 5. At least 25 feet between each refueler and the nearest building that has windows or doors on the side that faces the vehicle park.

Yes No Comments

Are grounding systems for petroleum products storage inspected and tested every five years with a multimeter and the results recorded?

Yes No Comments

Are serviceable fire extinguishers available in the POL vehicle parking areas?

Yes No Comments

Are contents of tanks for petroleum products properly marked?

Yes No Comments

Is material stored so as not to create a hazard and stored in tiers stacked, blocked interlocked and limited in height so they are stable and secure against sliding or collapsing?

Yes No Comments

Are storage areas kept free from accumulation of materials that constitute hazards from tripping, fire, explosion or pest harborage?

Yes No Comments

Is vegetation controlled in and around outside storage areas?

Yes No Comments

DIP AND SOLVENT TANKS:

Are open flames, spark producing devices, or heated surfaces (of sufficient temperature to ignite vapors) prohibited within 20 feet of any vapor?

Yes No Comments

In the vicinity of dip tanks where splashing and /or dripping of tank liquids occur, is electrical wiring and equipment of the approved type?

Yes No Comments

Are areas in the vicinity of the dip tank kept as clear as practical of combustible stock and entirely free of combustible debris?

Yes No Comments

Are approved metal trash cans provided for waste or rags used in connection with dipping operations?

Yes No Comments

Are the contents of the waste / trash disposed of at least once daily and / or at the end of the work shift?

Yes No Comments

Are areas in the vicinity of the dip tanks provided with a portable fire extinguisher suitable for flammable and combustible liquid fires and are "NO SMOKING" signs posted? ("Combustible liquid" is any liquid having a flash point at or above 100 degrees F. "Flammable liquid" is any liquid having a flash point below 100 degrees F.)

Yes No Comments

Are dip tank covers arranged to both close automatically actuated by approved automatic devices and arranged for manual operation in the event of fire?

Yes No Comments

Are covers kept closed when tanks are not in use?

Yes No Comments

COMPRESSED GAS:

Are full cylinders protected against an excessive rise in temperature, direct rays of the sun, or other sources of heat?

Yes No Comments

Are "NO SMOKING" signs posted prohibiting smoking within 50 feet of compressed gas storage areas?

Yes No Comments

When cylinders are stored inside of buildings, are they stored in well protected, well ventilated, dry location, at least 20 feet from highly combustible material such as oil or excelsior?

Yes No Comments

Are oxygen cylinders in storage separated from acetylene cylinders or other combustible material by a minimum of 20 feet or separated by an approved firewall 5 feet high having a fire resistant rating of at least 1/2 hour?

Yes No Comments

When cylinders are not in use, are valves closed tightly and the valve protector caps installed?

Yes No Comments

When cylinders are standing upright during use or storage, have precautions been taken to prevent accidental upsetting or falling (chained or strapped to structure)?

Yes No Comments

Cylinders shall be stored above ground on a raised concrete slab or by other means that protect their contact with the ground. Are they protected from continuous dampness and not stored near salt or other corrosive chemicals or fumes?

Yes No Comments

MACHINE OPERATIONS:

Are machine guards provided to protect the operator and other employees in the machine area from hazards such as those created by point of operation, in going nip points, rotating parts, flying chips, and sparks? Yes No Comments

Are machines designed for a fixed location securely anchored to prevent "walking" or moving?

Yes No Comments

Is a mechanical or electrical power control provided on each machine to enable the operator to cutoff power without leaving his / her position at the point of operation?

Yes No Comments

Does the safety guard on abrasive wheel machinery cover the spindle end, nut, and flange projections?

Yes No Comments

Is the safety guard mounted to maintain proper alignment with the wheel?

Yes No Comments

Are work rests on abrasive wheel machinery kept adjusted close to the wheel with a maximum opening of 1/8 inch?

Yes No Comments

Are tongue guards, located on the top of abrasive wheel machinery, adjusted close to the wheel with a maximum opening of not more than 1/4 inch?

Yes No Comments

When the fan blade periphery is less than seven feet above the floor or working level, are the blade guard openings no larger than 1/2 inch?

Yes No Comments

Are pulleys, belts, gears, sprockets, and chains which are seven feet or less from the floor or working platform properly guarded?

Yes No Comments

MULTI-PIECE RIM WHEEL:

Does the facility have on hand a serviceable OSHA approved safety cage that will accommodate all multi-piece rim wheels?

Yes No Comments

Does the facility utilize a 10 ft air hose with clip on chuck to connect to the tire valve stem?

Yes No Comments

Does the facility have charts / posters posted in the tire servicing area containing instructions on safety procedures for changing multi-piece rim wheels?

Yes No Comments

Does the facility have a program to train all employees who service rim wheels in the hazards involved and the safety procedures to be followed?

Yes No Comments

Is the tire cage equipped with a restraining device to prevent rim wheel components from being thrown outside (tire cage not providing retaining devices for the ends.

Chains, bars, etc. to keep tire from rolling out upon bursting)?

Yes No Comments

POWER TOOLS COMPRESSORS AND LADDERS:

Is compressed air used for cleaning purposes reduced to less than 30 psi?

Yes No Comments

Have air compressors and components been inspected and tested at 12 month intervals? Are compressors stenciled or a metal tag applied to show the current date of inspection and next scheduled inspection?

Yes No Comments

Are hand tools (e.g. punches, screwdrivers, chisels, etc.) being maintained in safe, serviceable condition (dressed to remove any mushrooming, rounding, etc.)?

Yes No Comments

Are air hose connections used for conducting air to equipment designed for the pressure and service to which they are subjected (I.e. hose clamps not authorized on air hoses)?

Yes No Comments

Are portable ladders properly maintained?

Yes No Comments

Are parts free of bends, sharp edges, splinters, cracks, breaks, or loose parts?

Yes No Comments

Are safety feet kept in good condition at the bottom of the four rails?

Yes No Comments

Are rungs (step) kept in good condition free of dirt, grease or oil?

Yes No Comments

Are ladders inspected frequently for defects; taken out of service for repair and tagged or marked "DANGEROUS, DO NOT USE"?

Yes No Comments

ELECTRICAL:

Is a minimum working space provided in front of electrical service equipment and electrical control panels where there are live parts normally exposed (3 ft in front and a minimum headroom provided not less than 6 ft 3 in)?

Yes No Comments

Are outside power lines located a minimum of 10 ft above sidewalks or platforms, 12 ft over areas subject to vehicular traffic other than trucks, 15 ft over areas subject to truck traffic, and a minimum of 18 ft over public streets, alleys, roads, and driveways?

Yes No Comments

Are receptacles grounded by being installed in a complete metallic raceway or by a separate grounding conductor (3 wire)? Are all receptacles electrically connected to the grounding conductor (wire)?

Yes No Comments

Does each electrical outlet box, pull box, junction box, and cabinet have an installed faceplate, cover, or canopy cover? Are unused openings in cabinets or boxes closed properly?

Yes No Comments

Are box covers, face plates, receptacles, or electrical plugs kept safe and unbroken?

Yes No Comments

Is water or moisture prevented from entering and accumulating within electrical cabinets, panel boards and junction boxes?

Yes No Comments

Is motor operated equipment (i.e. hand held motor operated tools, portable hand lamps, refrigerators, air conditioners, water coolers, freezers, clothes washer / dryer, etc.) properly grounded with a three prong plug and cord (appliances protected by an approved system of double insulation need not be grounded)?

Yes No Comments

Are flexible cords and cables prohibited from use as a substitute for permanent wiring of a structure, and from being run through doorways, windows, similar openings; or holes in walls, ceilings, and floors?

Yes No Comments

Are electrical boxes / conduit securely fastened?

Yes No Comments

Are power cords on portable power tools and equipment free from cracks, cuts, or swelling?

Yes No Comments

Does the GFCI trip level meet and is it maintained within specifications.

Yes No Comments

Are Outlets in damp/wet location properly grounded with a ground fault circuit interrupter.

Yes No Comments

Are outlets within 6 feet of kitchen sink GFCI protected.

Yes No Comments

Are outlets in bathrooms protected by GFCI CB.

Yes No Comments

APPENDIX 8

Pre Accident Plan

1. **Purpose:** The pre-accident plan is a tool to ensure that critical aspects of rescue and investigation are performed in a timely and efficient manner per Commander's Accident Prevention Program and SOP. This plan is intended to assist this command and ADSO/NCOs in responding to an accident. It is not intended to be all-inclusive or restrictive and may be tailored to meet the requirements of each course taught by the 243d REG (RTI).

2. **Policy:** The pre-accident plan lists the responsibilities all offices and individuals with a role to play in accident response and includes the following:

a. Procedures to ensure coordination among all personnel with responsibilities in the pre-accident plan.

b. Procedures to activate the pre-accident plan.

c. Lifesaving and evacuation procedures for injured personnel.

d. Procedures for securing the accident site and rendering it free from explosives and environmental hazards.

e. Procedures for notifying the chain of command, with current telephone numbers.

f. Guidelines for identifying witnesses and people involved in the accident, as well as taking initial statements.

g. Policy and procedures regarding the timely taking of toxicology fluid samples by medical personnel.

h. Requirements for periodic (at least annual) testing of the pre-accident plan.

3. The following is a list of all parties involved and a list of responsibilities:

a. **The senior Officer-In-Charge (OIC) or Non-Commissioned Officer (NCO) on site will activate the plan and will:**

(1) Contact Local authorities immediately.

(2) Contact Regimental headquarters, who will contact and confirm with local emergency medical treatment staff, fire department, and the RI JOC for dissemination.

(2) Contact the chain of command to alert them of an accident.

(3) Contain the integrity of the accident scene, as much as possible and initiate immediate life saving actions, as appropriate.

b. RTI Medical staff will:

- (1) Treat the wounded on site as needed.
- (2) Set up triage site with the assistance local medical personnel.
- (3) Dispatch medical personnel to the accident site as needed via ambulance or helicopter, whichever permits earliest arrival and evacuation of injured.
- (4) Supervise removal and transportation of injured and provide emergency treatment.
- (5) Transport injured to nearest (designated) medical facility for treatment, if needed.
- (6) Estimate injury severity to facilitate accident classification.
- (7) Maintain a log of all injuries, by category and those transported by private/military ambulance

c. The Fire Department will:

- (1) Respond immediately to the accident scene as appropriate.
- (2) Conduct rescue and fire suppression as necessary.
- (3) Supervise the accident area until fire, if any, is under control or until area is safe for entry by authorized personnel.
- (4) Request additional fire-fighting equipment when necessary because of location or nature of fire

d. The ADSO/NCO will:

- (1) Know requirements of AR 385–10 and DA Pam 385–40.
- (2) Review the pre-accident plan and ensure that it is tested at least once annually.
- (3) Ensure the accident site is secure until the safety accident investigation board arrives.
- (4) Classify the accident based upon ECOD from the maintenance officer and injury severity estimates from the medical activity.
- (5) Keep the chain of command informed.
- (6) Act as an advisor to the safety accident investigation board and assist its members as necessary.

APPENDIX 9

Fire Evacuation Plan

1. **Purpose:** The Fire Evacuation Policy provides the 243d Regiment (RTI) personnel and activities with the required fire prevention standards in accordance with AR 420-1, Chapter 25.

2. **Scope:** This policy applies to all assigned and attached personnel of the Regiment and will be enforced for all planned and unplanned activities that take place on the installation.

3. **Policy:** Each Section and Training Company of the Regiment will be responsible for conducting semi-annual fire drills, with students, if applicable. The frequency of drills will depend on local conditions, such as rotation of personnel; inherit hazards in buildings due to construction or type of utilization. Drills will be held for the purpose of familiarizing personnel with alternate routes of escape, designating pre-positioned fire extinguishers, the various means of reporting, and establishing procedures to use for salvaging sensitive materials. All semi-annual training logs will be maintained by the Unit Safety Officer.

4. The following is a list of all parties involved and a list of responsibilities:

a. Regimental Commander:

(1) Execute, maintain and enforce an effective Fire and Emergency Services Program IAW AR 420-1, Chapter 25.

(2) Appoint in writing a Unit Fire Safety Marshal

(3) Develop and enforce a Unit Fire Prevention Program

b. Unit Fire Safety Marshal:

(1) The Unit Fire Safety Marshal will inspect all facilities and structures for compliance with this regulation and that of AR 420-1 for fire prevention.

(2) Report all negative findings on fire prevention inspections to the Unit Safety Officer.

(3) Submit Work Orders for all found deficient fire prevention devices as needed and maintain a working log history.

(4) Ensure each building of the RTI has an appropriate Fire Evacuation Guide available near all entry/exits highlighting escape routes.

(5) Ensure each building has a working fire extinguisher on a quarterly basis to confirm/deny the device is in good working order or needs to be replaced.

(6) Estimate injury severity to facilitate accident classification.

(7) Maintain a log of all injuries, by category and those transported by private/military ambulance

c. Unit Safety Officer:

(1) Facilitate the Regimental Fire Evacuation Drills on a Semi-Annual basis.

(2) Record such drills on a memorandum, to be maintained in the safety binder.

c. All Personnel:

(1) Be familiar with the Fire Evacuation and Prevention Program.

(2) Participate in Fire Drills and awareness training.

5. Reporting Procedures:

a. Notify all personnel in the building and sound the evacuation alarm, which can be called in from any phone.

(1) Evacuation Alarm:

a. Pick up any hard line phone

b. Dial 556

c. wait for the click and start talking

d. State "Fire Evacuation" three times and proceed to state the building number/location of the fire.

b. Dial 911 and alert local emergency services

c. Recheck the building for personnel, is possible.

d. Attempt to extinguish the fire with first aid appliances on hand, such as fire extinguishers or other equipment available.

e. Close windows and doors to contain, if possible

f. Fire Emergencies will be reported through the chain of command, as best as possible.

g. Report to one of the two rally points for personnel accountability.

6. Accountability Checkpoints/Rally Points: The Camp will be divided into two half's for simplicity, being North camp and South Camp.

- a. North Camp – Southside Bunker
- b. South Camp – Parade Field

APPENDIX 10

Prior Injury Student Marking

COMBAT BOOTS AND RUNNING SHOE MARKINGS



ALLERGIC REACTION



AR/HW INJURY



AR/CW INJURY



AR/HW/CW INJURIES

LEGEND:

AR = Allergic Reaction

HW= Hot Weather

CW= Cold Weather

** Supply has all colored beads needed to satisfy this policy.*

APPENDIX 11

Unit Safety Board requirements

1. . References:

- a. AR 385-10, Army Safety Program
- b. 243d Regiment (RTI) Standard Operating Procedures (SOP)
- c. RIARNG Safety Program
- d. RING Safety Office Safety Board requirements

2. General: The safety board provides unit members with the safety standards and points of contact for particular safety matters. The board also provides a standardized location to post federal safety standards and unit safety metrics. It will be the duty and responsibility of the Unit Safety Officer/NCO to maintain the safety board and ensure its relevance for each IDT period.

3. Purpose: This memorandum serves to establish the standard layout for the safety board currently being used within the 243d Regiment (RTI). The Safety Board will be a continuously changing and dynamic means of communicating relevant and mission requirement data, regarding safety to all unit members.

4. There is currently one safety board being utilized within the Regiment. The board has separate labeled sections for required material postings. TAB A provides a list of required documents required for the board.

Enclosure

Unit Safety Board Layout

Enclosure 1

Unit Safety Board Layout

1. TV (Safety Monitor)
2. Higher Unit Safety Philosophy
3. 243d Regiment (RTI) Commander's Safety Philosophy
4. Safety Officer/ NCO Appointment orders
5. Unit Accident Log – last 24 months
6. Hazards Log – current
7. Clipboard with Safety Committee Council Meetings – last 12 months
8. **DD Form 2272** – Department of Defense Safety and Occupational Health Protection Program.
9. **OSHA Form 300A**, Summary of work related Injuries and Illnesses
10. DA Form 4755, Employee Report of Alleged Unsafe or Unhealthful Working Conditions (Blank Forms).
11. **NRC Form 3**, Public Law 93-438, Section 206
12. Hazmat Officer/ NCO Appointment orders
13. Radiation Officer/NCO Appointment orders
14. Hanging file pocket with Safety magazines
15. Hanging file pocket with Unit Safety SOP and Accident Prevention Plan
16. Corkboard with relevant Safety Alerts and available safety training postings

APPENDIX 12

Inclement Weather Plan

1. **General:** The Primary means of inclement weather that jeopardizes the safety of training conducted on Camp Varnum comes in the form of Lightning Strikes and in extreme cases Hurricanes. This plan addresses the training facilities used during the different training courses and the possible hazards. The Primary Instructor must react to inclement weather; make sound and timely decisions based on the current or possible threat, based on the guidance from the Commander and Regimental SOP. The Primary instructor must also report to his chain of command changes to the training and in extreme changes seek guidance from the Chief Instructor and Course manager/Commander. In cases where the Primary Instructor is not present, the senior instructor on the ground will make a decision on what changes to training needs to take place.

2. **Lightning:** Lightning occurs frequently during the summer months of training at Camp Varnum. It is an underrated killer that is associated with thunderstorms, tornadoes, and hurricanes. A bolt of lightning reaches a temperature of 50,000 degrees Fahrenheit in a split second. The power of lightning's electrical charge and intense heat can electrocute on contact, vaporize anything in its path, split trees, ignite fires, and cause electrical failures. Lightning is one of the most easily recognizable weather hazards. It is highly visible and always accompanied by thunder. If you can hear thunder, you are close enough to a storm to be struck by lightning. When thunderstorms approach, you need to take cover--lightning can be deadly. The following explains how you may protect yourself:

- a. In a forest, seek shelter in a low area under a thick growth of small trees.
- b. In open areas, go to a low place such as a ditch or ravine. Kneel, put your hands on your knees and bend forward, but do not lie flat on the ground. Make sure the place you pick is not subject to flooding.
- c. Do not stand underneath a natural lightning rod such as a tall, isolated tree in an open area or antenna.
- d. Do not stand on a hilltop, in an open field, on a beach, or stay in a boat in the water.
- e. Avoid isolated shed or other small structures in open areas.
- f. Get away from open water. Do not swim during thunderstorms.
- g. Get away from anything metal--tractors, farm equipment, motorcycles, golf carts, golf clubs, steel track vehicles, and bicycles.
- h. Stay away from wire fences, clotheslines, metal pipes, rails and other metallic paths that could carry lightning to you from some distance away.

- i. Move to a sturdy building or a car, but do not get in or stay in a convertible automobile. NGRI: 243d REGIMENT (RTI) SOP, ANNEX E - SAFETY
- j. Telephone lines, antenna wires, and metal pipes can conduct electricity. Avoid using telephones, radios, and electrical appliances. Do not take a shower or bath. Use phones only in emergencies.

k. If you are outside and you feel your skin tingle or your hair stand on end this is an indicator you are about to be struck, so you should squat low to the ground on the balls of your feet. Place your hands on your knees with your head between them. Make yourself the smallest target possible, and minimize your contact with the ground.

"DO NOT TAKE CHANCES WITH LIGHTNING."

3. Class Room Environment: In a class room environment, the inclement weather variables that would change the training would most likely be in the form of a hurricane, in which case the students will sit against the wall with their head between their knees. The student leader will maintain accountability of the students, while the Instructor coordinated with higher command.

4. Range Training Areas: All inclement weather variables apply in a range environment and must be taken into consideration before, during and after the occupation of the range. In the case of severe weather I.E. lightening strikes the primary instructor will react in accordance with range SOP's and common scense. The Senior Instructor/Course manager/Commander will report to higher headquarters and Range control of their changed status and head count.

5. Training Areas used during STX / FTXs: The Primary Instructor will have an evacuation plan, as part of the event CONOP, established to include maintaining all proper communication (two way radios, FM radios, etc), training near drivable evacuation routes, identifying the designated instructors / support personnel that will transport the students in severe weather cases and an in depth safety briefing before each mission to ensure that students know how to react to hazards such as lightening strikes.

6. Hurricanes: If the Camp Varnum Area is identified as being under a Hurricane Warning while a class is being conducted, then all action will take place as stated depending on the area in which the training is being conducted and the severity of the weather. It will be up to the Regimental Commander to initiate the Regimental COOP, which will re-locate the entire Regiment to Camp Fogarty. Hurricanes that occur without warning, while Soldiers are on the installation will be dealt with accordingly:

- a. All Soldiers will use Building 1A as the Hurricane relief shelter
- b. The State JOC will be notified and assist with Soldier recovery

APPENDIX 13

Hazardous Communication Program

1. Purpose: The purpose of this Written Program is to ensure that the 243d RTI is in compliance with the OSHA Hazard Communication (HAZCOM) Standard and DoD guidance (DoDI 6050.5) to reduce the risk of injury or illness caused by hazardous chemicals in the work place.
2. SCOPE:
 - a. The Hazard Communication Standard is applicable to all military, civilian, non-appropriate fund, National Guard and Reserve personnel assigned, attached, working for or with the 243d RTI who work with or who supervise personnel who work with hazardous chemicals.
 - b. All personnel who are potentially exposed to hazardous chemicals will be trained in the areas of labeling and use of Material Safety Data Sheets (MSDS) which describe all hazards, protective equipment required, and safety procedures for chemicals they use.
3. REFERENCES:
 - a. AR 385-10, The Army Safety Program.
 - b. 29 CFR 1910.1200, Hazard Communication.
 - c. 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response.
 - d. DoDI 6050.05, DoD Hazard Communication (HAZCOM) Program.
 - e. OSHA 3084, Chemical Hazard Communication.
 - f. OSHA 3111, Hazard Communication Guidelines for Compliance.
 - g. 40 CFR, 262.3, Definition of Hazardous Waste.
 - h. 49 CFR, Part 171.8, Definitions and Abbreviations.
 - i. 49 CFR 172.101, Purpose and Use of Hazardous Materials Table and Appendix A.
 - j. Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) in Chapter 103 of 42 USC.
4. GENERAL: The Hazard Communication Standard (HCS) was established to ensure that all hazardous chemicals are identified and labeled to prevent inadvertent harm to employees. The law and DoD requires that civilian employees and military personnel of the Department of Defense (DoD) comply with this standard.
5. TRAINING: All personnel who use hazardous chemicals will receive HAZCOM training.
6. DEFINITION OF HAZARDOUS CHEMICALS: Any chemical whose presence or use is a physical hazard (explosive, flammable, reactive, etc.) or a health hazard (carcinogen, toxin, irritant, etc.).

7. HAZARD LABELING (Supervisory Responsibility)

- a. All labels on containers with hazardous chemicals will display adequate warning statements IAW appropriate standards. Data will include an appropriate hazard warning and sufficient identification to match all contents to the proper MSDS.
- b. All labels must be legible, in English language, prominently displayed or readily available in the work area throughout the shift.
- c. Re-labeling of hazardous chemicals received from commercial suppliers is not required.
- d. Container labels shall contain the following information:
 - (1) The identity of the chemical.
 - (2) The appropriate warning.
 - (3) Name and address of manufacturer or importer.
- e. Under the Hazardous Materials Transportation Act, container labels must not conflict with the regulations issued by the Department of Transportation (DOT). If the substance is specifically regulated by OSHA, the labels must comply with those regulations.
- f. Three situations are exempt from, or allowed alternatives to the labeling requirements:
 - (1) In laboratories, labels on incoming containers of hazardous chemicals will not be removed or defaced. In laboratories only, containers such as test tubes or flask beakers in use, need to be labeled with an identifier and hazard warning as defined by the HCS.
 - (2) Individual stationary process containers, where the required information is conveyed by an alternative method, such as signs, placards and other written forms of warnings. The alternative method of labeling must provide the same information as DoD Labels 2521 and 2522 Hazard Warning Label.
 - (3) Portable containers of hazardous chemicals which are intended only for the immediate use of employees who have transferred the chemical from a labeled container (immediate use is defined as within an 8 hour work period).
- g. Labeling requirements do not apply to the following substances as long as they are subject to labeling requirements of other Federal Agencies.
 - (1) Pesticides.

- (2) Food, drug, and cosmetics.
- (3) Alcoholic beverages.
- (4) Household consumer products governed by the Consumer Product Safety Commission.
- h. No warning information, whether provided by manufacturers or locally produced, will be defaced or removed from a container of chemicals.
- i. A standard from/label will be used to communicate hazard-warning information to employees in the work place. 49 CFR 172.400 prescribes labeling requirements. The label and data descriptions will be used to meet OSHA HCS labeling requirements for:
 - (1) Prepackaged containers of hazardous chemicals.
 - (2) Marking tanks or similar vessels of hazardous chemicals in lieu of placards, stencils, or other methods.
 - (3) Unlabeled hazardous chemicals already in the local supply inventory when appropriate MSDS or labeling parameters are available from the Hazardous Material Information System (HMIS).
 - (4) When transferring or storing hazardous chemicals/materials to unlabeled containers.
- j. Hazard warning information in other languages may supplement the English version of the hazard warning label where appropriate.
- k. All empty containers will be identified until thoroughly decontaminated or until properly disposed. Warning labels will be removed from decontaminated containers before being released for other uses.
- l. Present stocks of hazardous chemical marked with local HCS compliance labels need not be re-labeled with DoD labels.

8. HAZARDOUS LOCATIONS AND INVENTORY

- a. Each location where hazardous chemicals are used or stored will maintain a current inventory. A copy of the Hazardous Chemicals Inventory will be provided to the Safety Office and updated immediately when new items are received.

9. MATERIAL SAFETY DATA SHEETS (MSDS)

- a. Purchasers of hazardous chemicals will know the purpose for which the chemical is purchased and will not accept delivery of the chemical without proper labeling and MSDS. When new chemicals are received, copies of the MSDS will be forwarded to the Safety Office immediately. If specific MSDS are not included with shipment, then purchasers should contact the Safety Office for assistance.
- b. All MSDS contents will meet or exceed the data requirements of OSHA Form 174. All applicable elements of the MSDS will be completed.
- c. Activities producing or compounding hazardous material will write or acquire an MSDS. The original must be completed by a technically competent person.
- d. DA will provide MSDS sheets for all military unique chemicals produced by DA to subsequent users and affected workers. Also, hazard determinations will be made in accordance with the OSHA Hazard Communications Standard.
- e. Neither new MSDS nor hazard determination (App B, 29 CFR 1910.1200) are required for those hazardous chemicals that are recycled or distilled by DA personnel.
- f. MSDS for locally purchased items and non-standard stock hazardous chemicals will be acquired according to procedures in AR 700-141.
- g. If MSDS are not received with the shipment of locally purchased hazardous chemicals, the items will not be used until a satisfactory MSDS is available. Contact the Safety Office for assistance.
- h. Critical differences can exist between similarly named chemicals and products; therefore, identification and correct matching is required. Questions will be resolved through consultation with the Safety Office.
- i. Copies of MSDS will be maintained in a designated central location in the work area for all personnel's ready access during each work shift. Anyone who questions the safety of a material will not be required to use it until an approved MSDS is provided and all hazards and protective measures have been explained.
- j. All work place supervisory personnel will have on hand MSDS applicable to their work area identifying the application and handling of chemical, emergency measures to be taken, body parts affected and protective clothing and equipment use.
- k. Employee training and information:
 - (1) Employees will be provided with information and training of all hazardous chemicals in their work areas at the time of their initial job assignment and whenever a new hazard or chemical is introduced into the work area. Information and training will be based on job responsibilities and the risks from basic program information to hands-on material handling.

- (2) Supervisor will display a notice stating that the Command has a written HAZCOM Program. This notice will state the following:
 - (a) Location of the written program
 - (b) Location of the chemical inventory
 - (c) Location of MSDS
 - (d) Name and location of the Program Manager.
- (3) The training will be IAW DoD 6050.5 W, the Federal Hazard Communication Training Program. Proof of training will become a part of employees' permanent record.

10. TRADE SECRETS

- a. Protection of Trade Secret information is required. Lawful restrictions on the use of information provided directly by manufacturers or supplier must be honored. Penalties are applicable in case of unauthorized release. For assistance about Trade Secret controversies, contact the Safety Office.
- b. Immediate Trade Secret disclosure will be made available only to the employee and their health care professional. An employee's designated representative may request Trade Secret information.
- c. Anyone who obtains Trade Secret information in an emergency may be required to sign a written statement of need and confidentiality; however, the demand that the statement be signed cannot be used as a condition of disclosure.

11. CONTRACTOR OPERATIONS

- a. Employees performing contract work on the 243d RTI facilities will be covered by their employer's HAZCOM Program.
- b. Contractors whose operation could expose DoD personnel to hazardous chemical, will provide equivalent information to the 243d RTI Safety Office prior to introducing hazardous chemicals in areas where DoD personnel are potentially exposed.
- c. The 243d Safety Office will ensure that potentially exposed DoD personnel receive hazardous information developed by the contractor.
- d. Each work center must have on file a written SOP outlining how they comply with the HAZCOM standard.